Fire Safety Plan

Pinecrest Nursing Home

3418 County Road 36

Bobcaygeon (City of Kawartha Lakes)

705-738-2366

Owner

Administrator

Maintenance

PINECREST NURSING HOME
FIRE SAFETY MANUAL

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ON DISCOVERING FIRE OR SMOKE, REMAIN CALM
DO NOT SHOUT FIRE !!!

CODE NAME FOR FIRE - "CODE RED"

UPON DISCOVERING FIRE OR SMOKE: Stay on TRACK

Tell other staff the location of the fire. Ask someone to activate the fire alarm system using the nearest pull station & tell the Charge Nurse

Remove persons in immediate danger, if possible

Attempt to extinguish the fire if a small fire

Close the door(s) to confine the fire and smoke

Keep evacuating residents to safety

Refer to Emergency Procedures for Staff in the Event of Fire

FIRE EMERGENCY TELEPHONE NUMBER 911
Non emergency calls 324-2191

PINECREST **ADDRESS**: **Pinecrest Nursing Home**
3418 COUNTY ROAD 36
Bobcaygeon

DYSON ALARM Monitoring Station: **PHONE** **1-866-749-8324**

If a false alarm – Dyson Alarm should be called immediately and have them advise the fire department.

IF THE ALARM SOUNDS AND YOU CANNOT DETERMINE THE CAUSE, the fire department must be called to investigate. Do not reset the system until they direct you to do so.

UPON HEARING THE FIRE ALARM - REMAIN CALM
DO NOT SHOUT FIRE !!!

CODE NAME FOR FIRE - "CODE RED"

A Fire Alarm may sound for one of a number of reasons, for example:

- there is a fire in the building and a smoke or heat alarm has been triggered
- someone has pulled a Fire Pull Station because they have discovered a fire,
- someone has pulled a Fire Pull Station by accident or
- someone has pulled a Fire Pull Station because they are conducting a fire drill
- equipment in the building has malfunctioned and triggered an alarm
- a sprinkler head is activated
- the extinguishing system under the kitchen hood has been activated

When you hear the fire alarm sound – you should always respond as if there is a fire.

It is essential that we determine the cause of the alarm as quickly as possible. The Charge Nurse will announce "Code Red" and the Fire Zone affected over the PA system. If you are working in that Zone, you should immediately look for the source of the alarm. If you are in another fire zone, complete the tasks outlined for your department and then report to the Nursing Station. The Charge Nurse will assign staff to specific tasks. As more is learned about the reason for the alarm sounding, you may be asked to do different things.

Until it is announced over the PA system that the Code Red has ended, you should not resume your regular duties. Until we know why the Code Red was triggered, you should assume that we have a fire. If we cannot establish why the alarm sounded, the Fire Department will be contacted to investigate. During that time, all staff must continue to observe for signs of smoke and fire.

1. Each staff member is responsible to know the procedures they are to follow upon hearing the Fire Alarm. Procedures for each shift and/or department are outlined on the following pages.

2. Remember: **ALL Exit Doors are unlocked by the Fire Alarm.** You must be alert to the possibility that some residents may try to leave the building during a Fire Alarm. The Charge Nurse will assign staff to monitor each door.

3. Reassure Residents and advise visitors and volunteers to remain with Residents.

EMERGENCY PROCEDURES FOR STAFF IN THE EVENT OF FIRE
CODE NAME FOR FIRE – "CODE RED"

REGISTERED STAFF - 0600 – 2200

NOTE: A safety vest is hanging behind the door in the MedRoom. The Nurse coordinating the event should don the vest so Fire Fighters and staff are aware of who the leader is.

CHARGE NURSE: UPON HEARING THE FIRE ALARM

- It is essential that the Charge Nurse go to the Nursing Station to coordinate staff. If the DOC or Administrator assumes coordination of the CODE RED, the Charge Nurse should go to the Nursing Station to assist.

(follow checklist in front of Telephone List Book at Nursing Station) - See page 64.

- ANNOUNCE: **CODE RED** & affected zone (from Annunciator panel)
- ASSIGN:
  - Three staff to check the zone indicated on Annunciator panel
  - A staff member to assist Tub Room Staff
  - Staff members to monitor unlocked exit doors (for resident safety) and check that pull stations are secure
  - Staff to reassure residents and visitors, and advise them to stay where they are until directed to move
  - Send additional staff members to the fire zone to assist with search if available.
  - Second Registered Staff will report back to Charge Nurse when situation is identified. (then supervise staff with evacuation, etc) (If 2nd Registered Staff not available, a PSW shall report to Nursing Station)
- Once staff have reported back:
  - **If a fire located:**
    - CALL FIRE DEPARTMENT – 911
    - Advise them of the Fire Zone (as indicated on Annunciator Panel) and alert them to the presence of O2 cylinders or concentrators in the immediate area, and in the building.
    - ASSIGN STAFF
      - To evacuate residents in the Code Red Zone to the next fire zone
      - To assist residents coming from the Code Red Zone to the safe zone and ensure their safety.
      - To turn off oxygen concentrators, evacuating any residents on pure oxygen from the fire zone
      - To be liaison between nursing home staff and fire department (give copy of fire safety plan and a key)
    - Call Administrator or, if no response, Director of Care (to initiate Emergency Call In list)
    - Start to collect the 24 Hour report book, Narcotics Tracking Book, Laptop Computer (Dr. laptop), Time Sheet, Emergency Operations Manual & Death Record Book in the event total evacuation is necessary. Place these items on Med cart in MedRoom until needed.

If evacuation of the building is required refer to Evacuation Worksheet. (in Emergency Operation Manual "E")

The Charge Nurse must take proper measures immediately to avoid confusion & panic.

- **If staff cannot identify the source of the Alarm**
  - CALL FIRE DEPARTMENT – 911
  - Advise that you are unable to identify the source of alarm and request they investigate
  - DO NOT RESET THE ALARM (push **Signal Silence** only)
  - Assign 1 staff to meet fire department with a key, fire safety plan and to direct to area of alarm

- Advise all staff that despite the alarm being silenced, the Code Red has not ended and staff are to continue with their assigned duties (ie. Monitor doors, remain with residents, search for alarm source)

– staff in the Code Red Zone should continue to search for source of alarm (check if the fire alarm has been pulled in error; have smoke detectors been activated and location; observe for signs of smoke, and/or odours of burning) and report anything that raises questions

- staff performing security duties should continue with their duties
- If there is evidence of smoke, or a strong burning odour – initiate evacuation of residents in the immediate area to the next fire zone.

- **If staff determine this is a False Alarm** (IE A pull station has been pulled in error)
  - Contact Dyson Alarm Immediately – 1-866-749-8324:
  - Report this is a False alarm and ask them to advise Fire Department
  - Reset Alarm System
    - If pull station was pulled, reset by inserting a thin screwdriver through the hole on front of fire pull station and flip it over the top. (Screwdriver is in the med room hanging above the bulletin board)
    - Reset alarm system
    - Open Fire Alarm Control Box, push System Reset, push Signal Silence
    - Reset Door Locks: on Securitron Key box (to the left of the Fire Alarm Control Box) turn key to reset and back
  - Assign staff to check all exterior doors to ensure properly locked
  - Complete Fire Drill Report form outlining the occurrence (page 50-52)

- **If alarm has been activated as a Fire Drill:**
  - Advise staff over PA that Code Red is a Drill and you will be resetting the system
  - If pull station was pulled, reset by inserting a thin screwdriver through the hole on front of fire pull station and flip it over the top.
  - Reset alarm system
    - Open Fire Alarm Control Box, push System Reset, push Signal Silence
    - Reset Door Locks: on Securitron Key box (to the left of the Fire Alarm Control Box) turn key to reset and back
  - Assign staff to check all exterior doors to ensure properly locked
  - Hold Post-Code Huddle with staff to discuss what worked, and issues to be addressed.
  - Complete Fire Drill Report form outlining the occurrence

SECOND REGISTERED STAFF: Upon Hearing the Fire Alarm

- Go to Nursing Station to Assist Charge Nurse (or to coordinate Code Red if Charge Nurse is unavailable)
- Ensure medication carts are secure
- Go to Code Red Zone and coordinate search for fire. (Unlock doors for search, ensure proper use of towel system, notify Charge Nurse of findings, assist to evacuate residents from affected room, if appropriate as per evacuation plan, direct staff on use of Fire Extinguishers, assist with evacuation of surrounding rooms)

2200 – 0600 CHARGE NURSE: UPON HEARING THE FIRE ALARM

It is essential that the Charge Nurse coordinate the Code from Nursing Station (Unless the Center zone is the Code Red Zone – then use Dietary Office in the Kitchen)

NOTE: A safety vest is hanging behind the door in the MedRoom. The Nurse coordinating the event should don the vest so Fire Fighters and staff are aware of who the leader is.
(follow Night checklist in front of Telephone List Book at Nursing Station) - See page 66.

- ANNOUNCE: **CODE RED** & location (from Annunciator panel)
- ASSIST: all staff to check rooms in the Code Red Zone indicated on Annunciator panel (start at first room on left closest to center zone as per search pattern)
- Once you have determined the location generating the alarm, direct staff to evacuate affected room (if required) and return to Nurses Station:

  - **If a fire located:**
    - Direct all staff to assist with evacuating residents to the next fire zone
      - Remind staff to turn off oxygen concentrators and evacuate any residents on pure oxygen from the fire zone
    - CALL FIRE DEPARTMENT – 911 Advise them of the Fire Zone (as indicated on Annunciator Panel) and alert them to the presence of O2 cylinders or concentrators in the immediate area, and in the building.
    - Charge Nurse:
      - Unlock front door, service wing door and Laundry Room door to allow access to Fire Department. On table in front entrance, leave Fire Department copy of the Fire Safety Plan and the key that is attached to the fluorescent jacket in the med room.
      - Call Administratoror, if no response, Director of Care (to initiate Emergency Call In list)
      - Assist evacuated residents as they come into a safe zone.
      - Start to collect the 24 Hour report book, Narcotics Tracking Book, Laptop Computer (Dr. laptop), Time Sheet, Emergency Operation Manual & Death Record Book in the event total evacuation is necessary. Place these items on Med cart in Med Room until needed.

If evacuation of the building is required refer to Evacuation Worksheet. (in Emergency Operation Manual "E")

The Charge Nurse must take proper measures immediately to avoid confusion & panic.

  - **If staff cannot identify the source of the Alarm**
    - CALL FIRE DEPARTMENT – 911 Advise that you are unable to identify the source of the alarm and request they investigate.
    - Advise staff that fire department has been called and while the alarm will be silenced, the Code Red has not ended. Staff should continue to search for the source of alarm. (Check pull stations at all exits to determine if the fire alarm has been pulled in error; Check whether smoke detectors been activated and location (the active smoke detector will show a light glowing; observe for signs of smoke, and/or odours of burning). Report anything that raises questions.
    - Unlock the front and service wing doors to allow access to Fire Department. On table in front entrance, leave copy of the fire safety plan and the key that is attached to the fluorescent jacket in the med room.
    - DO NOT RESET THE ALARM **push "Signal Silence" only**
    - If there is evidence of smoke, or a strong burning odour – initiate evacuation of residents in the immediate area to the next fire zone.

- **If staff determine this is a False Alarm** (IE A pull station has been pulled in error)
  - Contact Dyson Alarm Immediately – 1-866-749-8324:
  - Report this is a False alarm and ask them to advise Fire Department
  - Reset Alarm System
    - If pull station was pulled, reset by inserting a thin screwdriver through the hole on front of fire pull station and flip it over the top. (Screwdriver is in the med room hanging above the bulletin board)
    - Reset alarm system
      - Open Fire Alarm Control Box, push "System Reset", push "Signal Silence"
      - Reset Door Locks: on Securitron Key box (to the left of the Fire Alarm Control Box) turn key to reset and back

- **If alarm has been activated as a Fire Drill:**
  - Advise staff over PA that Code Red is a Drill and you will be resetting system.
  - If pull station was pulled, reset
  - Reset alarm system
    - Open Fire Alarm Control Box, push "System Reset, push "Signal Silence".
    - Reset Door Locks: on Securitron Key box (to the left of the Fire Alarm Control Box) turn key to reset and back.
  - Assign staff to check all exterior doors to ensure properly locked.
  - Complete Fire Drill Report form outlining the occurrence.

BUILDING EVACUATION LIST:

In The Event Total Evacuation Is Required Please Bring:

1. 24 Hour report book
2. Narcotics Tracking Book
3. Laptop Computer (Dr. laptop)
4. Time Sheet
5. Emergency Operation Manual
6. Death Record Book
7. Residents' charts and the chart rack
8. 2 Medication carts (insulin & bins) from Med Room

If possible, collect items #1 - #6 in advance and place on Med Carts in Med Room until Total Evacuation process is initiated.

EMERGENCY PROCEDURE FOR STAFF IN THE EVENT OF FIRE

Code Name for Fire – "CODE RED"

NURSING STAFF: 0600 – 1400 shift & 1400 – 2200 shift

UPON HEARING THE FIRE ALARM

- Ensure any resident receiving care is safe and secure.
- Check your work area, ensure all doors are closed and latched.
- Report to Nursing Station to be assigned duties by Charge Nurse unless the Zone you are working in is identified as the Code Red Zone. In that case, immediately start to search for fire.
- Look, listen and smell, for signs of fire.

SEARCHING FOR FIRE:

- Check each room (including bathrooms) for fire – if room is clear, place a towel from the bathroom outside the closed door to indicate the room has been searched and is safe.
- When the location of fire is discovered:

Tell other staff the location of the fire. Ask someone to activate the fire alarm system using the nearest pull station & notify Charge Nurse.
Remove persons in immediate danger, if possible
Attempt to extinguish the fire if a small fire
Close the door(s) to confine the fire and smoke
Keep evacuating residents to safety

If it is not possible to evacuate residents from the room you must close the door and move to evacuate the residents in the immediate area. You must first ensure your personal safety so you can be of assistance to the other residents and staff.

Place bedding or towels in front of the door of fire origin to reduce smoke from entering the hall.

As you evacuate each room, place the orange marker on the door handle to communicate to other staff and fire fighters that the room has been evacuated and is empty.

Always evacuate to next fire zone if possible. If it is necessary to evacuate to the outside, residents should be taken to the back of the building, to the east, across the driveway, by the stone wall.

Refer to Evacuation Procedure on page 16

Remember: Emergency exit doors are unlocked by the fire alarm. Staff, when available, will be assigned to monitor the emergency doors to ensure residents do not leave the building unsupervised.

NURSING STAFF WITH A RESIDENT IN THE BATH TUB;

- Drain tub, cover resident with towels for warmth and stay with them in Tub Room.
- If smoke appears under door, wet a towel and place at bottom of door.
- If possible, get resident out of the tub and into a wheelchair for evacuation.
- Fire Department should be notified as to who is in tub room.

NURSING STAFF: 2200 – 0600 shift

UPON HEARING THE FIRE ALARM

Ensure any resident you are caring for is safe and secure.
Check your work area, ensure all doors are closed and latched.
Report to Nursing Station or, when the Charge Nurse communicates the Code Red Zone, go directly to the affected zone and start to search for fire. (Charge Nurse and PSW "C" to start searching from zone divider doors at Center zone and PSW "A" and "B" to search from mid hall (see below) and checking any smoker's rooms first.
Look, listen and smell, for signs of fire.

Read **"SEARCHING FOR FIRE"** on page 9.

In the event of a fire – all staff must work together to evacuate the affected zone in a timely manner.

Refer to Evacuation Procedure (2200 – 0600) (page 16)

2200 – 0600 Search Pattern

	North Wing Rooms	South Wing Rooms
Charge Nurse	1, 3	16, 18, 20
A	5, 7, 9	22, 24, 26, 28
B	8, 10, 12	21, 23, 25, 27, Blue Room
C	77, 4, 6	11, 15, 17 ,19

IN THE EVENT OF FIRE IN THE KITCHEN

ON THE GRILL OR STOVE AREA:

- Pull the manual pull station on the fire suppression system. Do not wait for the system’s automatic discharge to occur. Pull the ring pin (safety pin), then pull the handle (hard).
- If a small fire (waste basket size) – attempt to extinguish with the dry chemical BC extinguisher (located by kitchen exit into Dining Room)
- The fire alarm will automatically sound when the suppression system is activated

IN CASE OF FIRE TO AN EMPLOYEE’S CLOTHING:

- Remove Emergency Fire Blanket from red box by pulling the two tabs.
  (Fire Blankets are located: by kitchen exit into Dining Room
  at dish washing room exit into hall)
- Unfold blanket and wrap the individual to smother the fire.

IN CASE OF FIRE IN ANY OTHER AREA OF KITCHEN:

- Immediately go to the nearest fire alarm box to activate alarm. The closest Fire Alarm Pull Stations are located at the outer exit door in Dining Room and on either side of the locked door between the Service Wing and Center Core.
- If a small fire (waste basket size), attempt to extinguish using a portable extinguisher
- If unable to put out fire, IMMEDIATELY EVACUATE KITCHEN and go to Nursing Station to report the situation.

EMERGENCY PROCEDURES OF STAFF IN CASE OF FIRE
CODE NAME FOR FIRE - "CODE RED"

DIETARY STAFF: UPON HEARING THE FIRE ALARM:

When one staff in kitchen

- Close all doors and windows in the area & turn off all equipment
- Check storage area and dish-washing room
- If the kitchen is free from fire, exit to dining/sitting room area.
  - If the area is safe, advise residents to stay where they are.
  - Report quickly to the Nursing Station that you are in DR with residents.
  - Return to dining/sitting room area, ensure all residents and visitors remain in the area until advised differently and monitor Dining Room exit door. Check fire pull station & report immediately to Charge Nurse if pull station has been pulled.
  - Check and close windows.

When there are 2 or more staff in the kitchen:

Dietary Aide:

- Check dish-washing area (doors closed, equipment off, water off, area free from fire)
- If the kitchen is free from fire, exit to dining/sitting room area.
  - If the area is safe, advise residents to stay where they are.
  - Report quickly to the Nursing Station that you are in DR with residents.
  - Return to dining/sitting room area, ensure all residents and visitors remain in the area until advised differently and monitor Dining Room exit door. Check and close windows.

Cook or Second Dietary Aide:

- Check the Food Prep area:(doors closed, equipment turned off, windows closed, storage area clear)
- Exit kitchen into the Service Wing Hall. Look for signs of fire, smoke in hall. Check smoke detector immediately outside kitchen door to see if triggered.
- Check Resident's Bathroom #58 to determine if occupied.
- Report to the Nursing Station. When able, advise Charge Nurse if Resident Bathroom #58 is occupied, and any out of the ordinary observations from Service Wing.
- Other duties as assigned by Charge Nurse

If the Service Wing is identified as the Code Red Zone, immediately start to search for fire.
Look, listen and smell, for signs of fire.

Food Service Supervisor:

- ensure kitchen area has been checked and is secure
- report to Charge Nurse at Nursing Station for assignment

If the Service Wing is identified as the Code Red Zone,
immediately start to search for fire.
Look, listen and smell, for signs of fire.

REMEMBER – Emergency exit door in Dining Room is unlocked by fire alarm.
Doors must be monitored to ensure residents do not leave the building unsupervised.

Read "SEARCHING FOR FIRE" on page 9.

Treat each alarm as a fire!!!

HOUSEKEEPING STAFF

UPON HEARING THE FIRE ALARM

- Secure cart – Ensure chemicals are secure. Move all housekeeping equipment and cart out of hallway. (A resident washroom would be a good location.) If leaving wet floors, ensure signage is in place. If using vacuum or buffer, ensure cord, equipment is safely away from doors.
- Report to Nursing Station to be assigned duties by Charge Nurse. If the Zone you are working in is identified as the Code Red Zone, immediately start to search for fire. Look, listen and smell, for signs of fire.

Read **"SEARCHING FOR FIRE"** on page 9.

LAUNDRY STAFF

UPON HEARING THE FIRE ALARM

- Turn dryers to "COOL" (not "OFF") so there will be no danger of combustion.
- Report to Nursing Station and the Charge Nurse will direct you.

**If the Service Wing is identified as the Code Red Zone,
immediately start to search for fire.
Look, listen and smell, for signs of fire.**

Possible tasks you may be assigned: monitor a door exit to ensure residents remain in the building; reassure residents and visitors in an area and advise them to stay where they are until directed to move, search rooms for signs of fire.

Read **"SEARCHING FOR FIRE"** on page 9.

MAINTENANCE

UPON HEARING THE FIRE ALARM

- Turn off any equipment in use and remove equipment from corridors.
- Report to Nursing Station, check annunciator panel and go to the Code Red Zone.
- Immediately start search for fire. Look, listen and smell, for signs of fire.

Read **"SEARCHING FOR FIRE"** on page 9.

EMERGENCY PROCEDURE FOR STAFF IN THE EVENT OF FIRE
Code Name for Fire – "CODE RED"

ACTIVATION STAFF

UPON HEARING THE FIRE ALARM

When One Staff on duty:

- If a group program is taking place:
  - Turn off any equipment in use and ensure it is placed out of the way in the event residents are moved.
  - Stay in the area, reassuring residents and ensuring they remain safe.
  - Check to ensure all doors and windows are closed.
  - Request residents and visitors remain where they are until advised differently.
- If no group program is taking place:
  - Report to Nurses Station to be assigned duties by Charge Nurse.
- Always ensure Activation office doors are closed and locked.

When Two Staff on duty:

- If a group program is taking place:
  - One staff should remain in the area with the residents, as above.
  - Check to ensure doors and windows are closed.
- Second staff to report to Nursing Station
  - Ensure Activation office doors are closed and locked.
  - Duties as assigned by the Charge Nurse
- If no group programs are taking place, both staff should report to Nurses Station to be assigned duties by Charge Nurse.

If the Zone you are in is identified as the Code Red Zone,
immediately start to search for fire.
Look, listen and smell, for signs of fire.

Possible tasks you may be assigned: monitor a door exit to ensure residents remain in the building; reassure residents and visitors in an area and advise them to stay where they are until directed to move, search rooms for signs of fire.

REMEMBER – The Emergency Exit Door in Activity Room is unlocked by the fire alarm.
Doors must be monitored to ensure residents do not leave the building unsupervised.

Read **"SEARCHING FOR FIRE"** on page 9.

HAIRDRESSER

UPON HEARING THE FIRE ALARM

- Turn off all equipment.
- Ensure door is closed and latched.
- Reassure residents in your area.
- Remain in area with residents until advised differently by the Charge Nurse.

VOLUNTEERS

IF YOU DETECT A FIRE

- Advise staff of location of fire (call out to staff for help).
- If possible, remove the resident from room as you leave.
- Ensure door is closed behind you as you leave.
- Pull Fire Alarm (located at each exit door).
- Staff will advise you what you can do to assist.

UPON HEARING THE FIRE ALARM:

- Remain calm.
- Remain in the area unless directed to move by staff.
- Reassure residents, encourage them to sit down with you.

Note: All Emergency Doors are unlocked by Fire Alarm.
Doors must be monitored to ensure residents do not leave the building unsupervised.

FAMILY MEMBERS, AND VISITORS (Information provided in Family Information Book)

Fire safety

We take the threat of fire seriously and schedule monthly fire drills on every shift.

If you hear the fire alarm:

- Remain calm, reassure residents, encourage them to sit down with you.
- Remain where you are unless instructed to move by staff.
- Do not attempt to transport any residents on your own.
- When the alarm sounds, most of our doors close automatically. Do not leave the room you are in unless directed to do so by staff.

If a family member or visitor detects a fire:

- Advise staff of location of fire (yell, don't be shy!)
- If possible, remove resident from room as you leave.
- Ensure door is closed behind you as you leave.
- Pull Fire Alarm (located at each exit door).
- Staff will advise you what you can do to assist.

Familiarize yourself with all fire exits (located at both ends of each wing and illuminated with EXIT signs) and fire alarm pull stations at each exit door.

RESIDENTS

IF YOU DISCOVER A FIRE

- Yell as loudly as you can until you get staff attention.
- Pull your call bell if possible.
- Get out of room if you can and pull your door closed behind you.
- Keep yelling.
- Pull the fire alarm - where are fire alarms? - at all exits from building
- The most important thing you can do is communicate to the staff what is happening – they are trained and know what to do and they can evacuate residents from the area
- Do not try to help others get out – first you need to let staff know what is happening

UPON HEARING THE FIRE ALARM:

Remain calm.
Remain in the area unless directed to move by staff.
Reassure other residents, encourage them to sit down with you.

Evacuation in the event of a Fire – Code Green

In the event a fire is discovered the goal should be to evacuate all endangered residents from the fire area and confine the fire as quickly as possible.

Staff should immediately proceed with a Simple Evacuation of the residents in the immediate room followed by Partial Evacuation – removing residents from the affected Fire Zone to the next safe Fire Zone.

The decision to implement a Total Evacuation would be made by the Administrator/Director of Care or Charge Nurse in collaboration with the Fire Department and EMS. (For Total Evacuation Procedure refer to CODE GREEN EVACUATION in policy and procedures.

Code Coordinator (Charge Nurse)

- Immediately upon determining the location of the fire, call the Fire Department - 911 – Advise them of the location of the fire – room and zone (as indicated on Annunciator Panel) and alert them to the presence of O2 cylinders or concentrators in the immediate area, and in the building.
- Ensure staff are evacuating everyone from the room of Origin and close the door, placing towels or blankets in front of the door to reduce smoke and placing orange tag on door to indicate room is empty.
- If available – the second Registered staff should go to the Code Red Zone and coordinate evacuation efforts.
  - Assign staff to duties for evacuation
    - Nursing staff work in teams of 2 to remove residents from rooms in Code Red Zone starting with rooms closest to the fire source and then fanning outwards from there. Transfer residents to wheelchairs, loungers, commodes, onto blankets on the floor, etc. and move to the hall.
    - Assign staff to assist, direct, and porter residents down the hall to the next safe zone.
  - Assign staff to receive residents at the zone separation doors, assist them away from the zone separation door, into other rooms in the safe zone
  - Assign staff to remain with evacuated residents and monitor doors.
  - *** During Minimal Staffing periods all PSWs will work together to evacuate fire zone. Assist residents to the zone separation doors at which time the Charge Nurse will receive the residents and assist them to a safe area.*
- Prepare for arrival of fire department:
  - don reflective vest
  - ensure exit doors and laundry room door unlocked,
  - place key* and fire plan at front door
  - Initiate call in list with call to Administrator or DOC
  - *** During Minimal Staffing periods: receive evacuated residents as they come through the fire zone doors and assist them to a safe area*

* Note: A key is attached to the reflective vest in the Med Room.

Sequence of Evacuation

1. Evacuate the room of origin first, if possible. If any resident in the room uses oxygen, immediately turn off oxygen and remove resident from the room.

2. When leaving room of origin, ensure door is closed and, if room empty, post an orange marker on outside of door. Place wet bedding or towels in front of the door of fire origin to reduce smoke entering the hall.

3. Evacuate the rooms on either side of the room of fire origin and the room directly across the hall. If any resident in one of those rooms has oxygen, evacuate that room next. Immediately turn oxygen off and remove resident from the room. Mark evacuated rooms with orange markers on doors

4. Evacuate ambulatory persons next. They should be moved in a group whenever possible. If they are not moved, they may open their room doors and be exposed to fire and smoke. Visitors and other occupants capable of evacuating should be instructed to leave the fire area on their own or with some assistance. Visitors could provide assistance if given suitable instructions. Residents requiring assistance should be reassured and told to remain in their rooms with the door closed. They will be evacuated as soon as possible.

5. Residents in wheelchairs should be moved next.

6. Other non-ambulatory residents should then be evacuated.

7. Finally, evacuate resistant residents. If they are not in immediate danger, they should be left in their room with the door closed. The Code Coordinator (Charge Nurse) must be informed of their location.

8. When the fire zone has been evacuated, a final search of all rooms, with the exception of the room of origin, should be carried out if possible. (at this time staff should also move any equipment in the hall into empty rooms. A staff should then be assigned at the separation doors leading to the fire zone to prevent re-entry of unauthorized persons.

When evacuating residents:

Staff must recognize their personal limitations and abilities when preparing to move a resident using an evacuation technique. It is important to recognize if a resident is too heavy to be moved by one rescuer. Sometimes the rescuer may have an injury or problem such as a bad back, that could prevent them from using a certain type of lift or carry. The rescuer should be able to determine how the resident should be safely moved. Other than the room where the fire is located, staff should have adequate time to transfer residents using a mechanical lift. Once the Room of origin in evacuated, staff should refocus, reminding each other that there is time to work at a steady pace without need to panic or rush.

Total Evacuation

If the fire or smoke conditions in the building become severe, total evacuation of the building may be necessary. This may be determined by the Code Coordinator and/or the fire department and would involve evacuating residents to the exterior of the Nursing Home by taking them to the back of the building, to the east, across the driveway (by the stone wall)

- 2 PSWs should work together to transfer residents to wheelchairs, geri-chairs, loungers, commodes, blankets on the floor, etc and remove from room to hall
- 1-2 PSWs work together to porter residents to next fire zone

Refer to CODE GREEN: Evacuation: in the Emergency Operations Plan Manual

Section II - Fire Safety Training, Orientation

Four Important Steps

Please remember:

1. Be aware of hazards and report them
2. Know your duties in the event of a Fire
3. Know how to evacuate residents in an emergency situation.
4. Above all - - - Don't Panic

FIRE SAFETY PRACTICES IN THE NURSING HOME

The information contained in this plan will assist you to act promptly and respond appropriately in the event of a fire.

As an employee of Pinecrest Nursing Home it is your duty and responsibility to:

1. Learn to recognize Fire Hazards within the Nursing Home.
2. Be aware of the Fire Safety features at Pinecrest, what they do, where they are located and for some, how to use them.
3. Develop good Fire Safety Habits.
4. Know what you should do in the event of a Fire.



ABOUT FIRE

A fire is made up of fuel, oxygen and heat. A combination of these three will cause a fire. Remove or eliminate any of these three ingredients to break the chain of reaction that can result in a fire.

Fire may be discovered at any of the following stages and always requires immediate, quick action. Stages are:
Smokey smell or smoke visible, but no visible flames.
Flames are visible and smoke is filling the room – fire will double with every second the fire remains in the presence of oxygen.
Flames are visible and moving along the ceiling, quick flashes of fire or thick black smoke are seen, and heat may be intense.

In less than 30 seconds a small flame can get out of control and turn into a major fire. Fires' heat alone can kill. The temperature of a fire in a room can be 100º F on the floor, and rise to 600º F at eye level. Inhaling this hot air can scorch your lungs. The heat can melt your clothes to your skin. In five minutes, the heat of a fire can ignite other items in the room.

Although fire starts bright, it makes black smoke, so that you are left in complete darkness. In a fire, you can become disoriented and blinded, unable to find your way around. The smoke and poisonous gases that are produced also use up the oxygen that you need to breath. The odorless and colorless fumes can make you drowsy and short of breath.

When the smoke alarms sounds, there is little time to escape. The delay can be as short as one or two minutes. The focus should be on getting the occupants out as quickly as possible. In long term care, this becomes a major challenge – how to move everyone to safety in a timely manner.

Fire response requires a coordinated effort to checking rooms and removing residents. The steps to follow when checking rooms are:

1. feel the door and look for smoke before entering
2. do not enter the room if you feel heat on the door
3. enter the room and check for a resident
4. remove any resident

Once you have removed the resident, ensure the door is closed with the orange marker on the outside, place bedding or towels in front of the door of fire origin to reduce smoke entering the hall and alert others to the presence of the fire. If not already done, pull the fire alarm and communicate to staff as to what you have found and what you have done.

Most Fire Deaths are the Result of Carbon Monoxide Poisoning

Many buildings are designed to resist the spread of fire and smoke. The safety of the occupants and containment of fire depends upon this “containment principle.” For example, the walls and floors situated between rooms and floors are constructed as fire separations which act as barriers to fire. A fire separation is capable of withstanding exposure to fire for a period of time, to allow for the evacuation of occupants and arrival of the fire department. Similarly, all doors in the fire separations must be closed in order to prevent fire and smoke spread.

It is important that all staff be familiar with the fire containment features used at Pinecrest.

FIRE CONTAINMENT FEATURES

This building divided into 4 zones - see diagram on page 33

Zone 1 - North Wing
Zone 2 - Center Zone
Zone 3 - South Wing
Zone 4 - Service Wing

The Zones are separated from each other by Fire-Separation walls and doors. When the fire alarm system is triggered, the Fire-separation doors automatically close. These doors provide a 45 minute fire resistance rating. Thus, moving residents from the Zone with the fire into a neighboring zone, provides a safe place for residents, at least temporarily.

Our fire alarm system can be triggered in five ways.

- At each exit door there is a fire alarm pull station, which can be manually pulled by anyone when a fire is detected.
- Smoke detectors are located in every resident room, and in the halls.
- Heat detectors are located in bathrooms, offices, dining room, activity room, tub room, hairdressing room, etc.
- A Suppression System in the kitchen is activated if a fire occurs in the hood, duct, oven or stove. A fusible link will melt, causing the system to discharge. The system can also be activated manually by pulling hard on the ring pin at the manual pull station which is located to the left of the steamer.
- When the sprinkler system is activated.

When a pull station is pulled or a heat or smoke alarm is triggered, the fire alarm sounds to notify everyone in the building that a fire may have broken out, but that isn't the only thing that occurs.

- The Fire Separation doors close automatically. This separates the Fire Zone from the rest of the building.

- All doors leading from the hall to resident rooms close and doors from the hall to common spaces, such as the dining room, activity room, hairdressing room, and south sitting room close automatically. All of these doors offer a fire resistance rating which contribute to the time we have to assist residents to move to a safe area. Now the fire has been confined to a small space, and is an immediate threat to fewer people.

  Of course, it is of utmost importance that all these doors are kept clear at all times. All staff need to be aware of the location of fire doors and always move items out of the way if they are found blocking a door.

  Doors that do not have automatic closures, should never be propped open either unless staff are in the immediate area for a short period of time. (for example, the door between the kitchen and the dining room when serving lunch. As soon as the meal is served, the door must be closed immediately.)

- A Monitoring Station receives a signal that the alarm has been triggered. They call Pinecrest to get further information and call the Fire Department to report an alarm.
- All staff must follow the fire plan and respond appropriately to find the source of the alarm and keep the residents safe.

- **Note:** in the event of a fire alarm – based on the equipment and materials in this building, staff have 4 minutes to locate the fire, evacuate the occupants and close the door safely.

OTHER FIRE SAFETY EQUIPMENT AT PINECREST

Sprinkler System: The sprinkler system covers all areas of the building, residents' rooms, halls, offices, common areas, storerooms and all areas in the service wing. Only resident room washrooms do not have a sprinkler head. Each sprinkler head is automatically triggered by fire-specific temperature, so just one or two sprinklers can quickly extinguish and/or contain a fire to the room where it started and cause little property damage.

Sprinkler heads can also be activated if you knock or hit the sprinkler head.
This is not recommended!

Fire Extinguishers

Fire extinguishers are located through-out the building for use in fighting a small fire. Most of the fire extinguishers here are 5 pound extinguishers labeled **ABC** which means it contains a multi-purpose dry chemical that puts out most types of fires: wood, paper, cloth, flammable liquids and electrical fires.

These fire extinguishers are located in the following locations:

in Fire hose compartments:
near the Front Entrance,
near the North Wing Exit,
midway in the North Wing
near the South Wing Exit,
midway in the South Wing
in the Service Wing between the Mechanical Room and Storage Room 44
in the Activity Room, next to the outdoor exit
in the Kitchen at the Dining Room door
in the Mechanical Room
and in the Generator Shed and Pump House

In addition, there is a 2-A:K extinguisher in the kitchen for use on cooking appliances

There is also a wet chemical fire suppression system in the kitchen over the stove and oven that can be activated manually, or will activate automatically if there is a fire on the stove.

To use a fire extinguisher you need to learn how to PASS

1. **P**ull the pin.
2. **A**im the extinguisher nozzle at the base of the fire
3. **S**queeze or press the handle
4. **S**weep from side-to-side at the base of the fire and discharge the contents of the extinguisher

Fire Standpipe (hose) System – in the event of a fire, the Fire Department can use the fire hose system within the building. Fire hoses are located in compartments through-out the building in the locations listed above where fire extinguishers are also stored. Staff would never use this system. It is important, however, that staff always ensure clear access to the cabinets. Nothing should ever be left in front of the cabinets.

Emergency Call In List

In the event of a fire, or other disaster where additional staff are required the Code Coordinator will start the Emergency Call In List by calling the Administrator or Director of Care. They, in turn, will contact staff who have each received a list of staff to contact in the event of emergency. Substitutes are identified for each person with a contact list, in the event the first person is not available. Staff will be called in order of proximity to Pinecrest.

If you receive a phone call from a staff member requesting you assistance at Pinecrest due to an emergency, please make every effort to come to Pinecrest as quickly as possible.

A copy of the Emergency Call-In List is in Appendix 10

FIRE HAZARDS AND SAFETY PRACTICES:

All staff must learn to identify potential fire hazards and take appropriate measures to eliminate them. Some common fire hazards and fire prevention practices include:

1. Careless smoking – Pinecrest has a Smoking Policy for residents (see page 23) and a Staff Smoking Policy (see page 24).
2. Electrical: Improper Use of Extension Cords: extension cords should never be used as permanent wiring. They are to be used as temporary wiring only. Extension cords should not be run under rugs, through doorways, fastened to walls or ceilings. Extension cords should not be spliced. At Pinecrest, residents are asked to purchase power bars if needed. If you see an extension cord being used, please report to the Office.
3. Electrical: Equipment and Appliances: All electrical equipment brought into Pinecrest must be CSA certified and bear the CSA label. The Pinecrest Resident Admission booklet outlines this information for residents and their family members. Combustible materials should not be placed in close proximity to heating appliances and lamps. As our building is heated with electric heat, staff must always keep their eyes open to equipment, furniture or other items that are too close to heaters and move items away from the heat source immediately.
4. Control of Waste Materials: Waste materials must be disposed of regularly and not permitted to accumulate in locations that would create a fire hazard. In the kitchen, hoods, ducts and filters must be regularly cleaned to remove deposits of grease. In the Laundry, filters, ducts and other areas should be regularly cleaned to prevent the build up of lint.
5. Cigarette butts: Dispose of in ashtrays provided for that purpose in the designated smoking areas. Never, never, never place any other combustible materials in an ashtray (tissue, paper, cardboard, etc.) Ashtrays and ashcans should be emptied regularly.
6. Exits, Corridors, Passageways and Fire Routes. Never place objects in front of exit doors, or doors that are intended to close automatically upon activation of the fire alarm system. Ensure that articles are not used to temporarily interfere with the self-closing feature of any door. Doors should never be blocked open. Obstructions of any nature could interfere with evacuation and fire fighting efforts. Exterior fire routes must be kept clear at all times to ensure the fire department and emergency vehicles have access to the building.
7. Don't obstruct or interfere with Fire Equipment; Don't place objects that could prevent persons from locating or accessing manual pull stations, portable fire extinguishers, fire hose cabinets, fire blankets or other emergency equipment.
8. Oxygen: When oxygen is used regularly in an area, suitable signs should be displayed. Oxygen cylinders are stored in the North Wing. In the event of a fire, the fire department must be made aware of locations within the building where oxygen is being used and stored. See additional guidelines for safe storage and handling of Oxygen on page 25.
9. Improperly stored or handled combustible liquids are potential fire hazards and must be reported immediately.

It is important to develop the habit of being constantly on the ALERT for Fire Hazards and REPORTING those to your Supervisor, Maintenance, the Administrator or a member of the Joint Health and Safety Committee.

If you feel you need more information about the equipment and alarms at Pinecrest, please speak to the Administrator or a member of the Joint Health and Safety Committee. The safety of yourself and the residents depends on it.

SMOKING POLICY FOR RESIDENTS

POLICY: Effective May 31st, 2006, smoking is no longer permitted in enclosed work places and enclosed public places in Ontario.

Residents of Pinecrest Nursing Home may not smoke or vape indoors. Only those residents who are deemed safe to smoke independently will be allowed to smoke outside unsupervised. A family member or friend of a resident may take a resident outside and supervise their smoking. This policy applies to the smoking or vaping of tobacco, cannabis and other substances.

PROCEDURE:

1. Any Resident requesting permission to smoke outside unsupervised must have a smoking assessment completed by the Director of Care or the Charge Nurse. A copy of the Assessment is found in Pinecrest Pnps. “Smoking_Assessment or in the Fire Safety Plan (page 68-69)

2. If a Resident is deemed safe to smoke outside unsupervised, the following rules apply:

- Residents may request their cigarettes and lighter or matches from tester or staff member at front door .
- If requests by residents are too frequent, the following smoking times will be enforced: 7:00 am, 9:45 am, 11:30, 1:30 pm, 3:45 pm, 6:00 pm & 7:30 pm. (Exception: A family member or a visitor may take a resident outside for a cigarette, providing they are willing to supervise the resident.)
- It is the responsibility of a staff member to “code” and assist the resident out the door.
- Immediately upon returning into the building the Resident is to return the cigarettes and lighter or matches, to tester or staff member to return to locked box.
- If identified as being at risk to drop the cigarette, a smoking apron must be used by the Resident while smoking.
- Residents must smoke in the designated smoking area: in the Winter season, at the grey bench on the left side of the nursing home when going out of the building. Once weather is consistently warm in spring, at the grey bench under the ceder trees across the circular driveway, to your left as you exit through the main door.

3. Except while outside the building, no resident may have tobacco products, matches or lighters in their possession or in their rooms. If tobacco products, matches or a lighter are found in the resident's possession or in their room, this may be considered unsafe smoking. Each situation will be assessed and it may be decided that the resident will no longer be able to smoke independently.

4. Residents choosing to smoke or vape cannabis products are responsible for the safe storage of their product – refer to Cannabis Use by Residents policy. They may not, however keep matches or a lighter in their room. Failure to follow the guidelines for acquisition, storage and consumption of cannabis may be considered unsafe smoking and result in restrictions of smoking privileges.

5. If a Family member or friend of a resident has taken smoking materials for a resident, they must return them to the screener or staff member upon returning into the Home. At no time should tobacco and lighter/matches be left at the Nursing Station unsupervised.

6. Residents may not smoke contraband tobacco (products purchased from First Nation Reserves) unless the resident has personally made the purchase and they are purchased in packages with a peach tear tape.

Additional Materials:
Cannabis Use by Residents
Medical Pharmacies Policy 10-11: “Medical Cannabis” Access to Cannabis for Medical Purposes.

Staff Smoking Policy

POLICY: Effective May 31st, 2006, smoking is no longer permitted in enclosed work places and enclosed public places in Ontario. (Smoke-Free Ontario Act)

This policy applies to all persons employed by Pinecrest Nursing Home as well as to visitors, contractors, volunteers or other members of the public. Pinecrest also has a smoking policy for Residents.

Smoking of tobacco is permitted as appropriate on Pinecrest Nursing Home property, but is not permitted inside any building.

Where smoking is permitted on land owned by Pinecrest, receptacles will be provided for the disposal of cigarette ends and other waste smoking materials. Please do not drop cigarette waste in the parking lots, sidewalks, gardens or lawns. Do not use cigarette disposal receptacles for other waste as this is a fire hazard.

A gazebo near the end of the service wing is the designated smoking area for staff.

Other designated smoking areas are: during the Winter season, at the grey bench on the left side of the nursing home when going out of the building. During warmer weather (spring), at the grey bench under the ceder trees across the circular driveway, to your left as you exit the main door.

Refrain from smoking within 9 meters (30 feet) of any exit.

Staff may smoke on Pinecrest property before the commencement of their shift, after their shift has ended and during their scheduled breaks. Staff may not take extra breaks in order to have a cigarette. Failure to comply with the requirements of this policy will lead to disciplinary measures, as outlined in the Pinecrest Personnel Manual.

Note: The presence and use of illicit drugs, recreational drugs, cannabis / marijuana and alcohol by staff is not permitted at Pinecrest NursingHome, on Pinecrest property before, after or during working hours. *

* Refer to Brochure_Drug_Free_Workplace

SAFE STORAGE AND HANDLING OF OXYGEN

Oxygen alone is not flammable. Oxygen does support combustion, therefore no open flames, such as lit cigarettes, candles, wood stoves, fireplaces, lighters, matches, etc should be within 15 feet of oxygen equipment (including tubing). It is important to protect Residents, Staff and visitors in the building when using Oxygen.

All rooms housing a Resident using oxygen, and any room where oxygen is stored must have signage outside the door.

- Smoking is prohibited around someone using oxygen, or near an oxygen storage area. Keep oxygen containers away from heat and open flames, such as a baseboard heater.
- When there is a fire, the staff member talking to the fire department should inform the fire department of the presence of oxygen in the building – and specify if in the hall with the source of fire.
- If there is oxygen being used in the fire source room, immediately turn the O2 off and evacuate the Resident to a safe zone.
- If oxygen is used by a Resident in a room adjoining the fire source, evacuate that room after the source room. Upon entering the room, immediately turn off the oxygen and evacuate the Resident to a safe zone.

<u>Safe use of oxygen concentrators</u>

- Oxygen concentrators should be handled carefully to avoid dropping or physically damaging the concentrator and its attachments.
- Oxygen concentrators shall be repaired only by qualified technicians.
- Oxygen concentrators should be placed in an area with adequate ventilation. The concentrator shall be positioned to allow the intake filter on the side of the cabinet to draw in room air without being restricted and shall be at least 15.2 to 30.5 cm (6 – 12 inches) away from furniture and draperies.
- Oxygen concentrators shall not be used if their power cord or plug is damaged or if use of the electrical wall outlet results in a loose-fitting plug.
- Oxygen concentrators shall not be used if the electrical wall outlet, plug, or power cord is unusually warm or discoloured.
- Operators and users shall follow the manufacturer's instructions for use.
- Extension cords or plug adapters should not be used with oxygen concentrators. When such cannot be avoided, a power cord with a sufficient amperage rating for the current draw of the concentrator shall be used.
- Where possible, oxygen concentrators shall be plugged into a separate electrical circuit.

<u>Guidelines for handling Oxygen tanks</u>

- Oxygen tanks should be kept away from heat sources (radiators, candles, direct sunlight, lamps, etc.) and open flame
- Cylinder valves shall be closed at all times except when gas is actually being used.
- Do not use wrenches or tools, except those provided or approved by the gas supplier.
- Cylinders must be stored upright and secured in a framework that ensures they cannot be knocked over.
- Before a regulator is attached, the cylinder shall be secured in a suitable base, holder, or cart, or strapped to a wall or other structure, to prevent it from being knocked over during use.
- Do not place cylinders where they might become part of an electrical circuit (e.g. against electrical cables or outlets)
- Turn off the oxygen system when it is not being used.
- Do not put the oxygen tubing under clothing, bed covers, furniture, or carpets.
- Oil, grease or any combustible material must not come in contact with any oxygen equipment.

TECHNIQUES FOR THE EVACUATION OF ENDANGERED RESIDENTS

You must recognize your personal limitations and abilities when preparing to move a Resident using an evacuation technique. It is important to recognize if a Resident is too heavy to be moved by one rescuer. Sometimes the rescuer may have an injury or problem such as a bad back that could prevent them from using a certain type of lift or carry. The rescuer should also be able to determine if the Resident should be moved using a special technique. For example, it may require two or more rescuers to move certain Residents depending on the Resident's size or health conditions.

At Pinecrest we have a Minimal Lift Policy, however, in an emergency, when every second counts, using a mechanical lift may not be the best option. There are many techniques that can be used to move ambulatory and non-ambulatory residents in an emergency. A number of lifts and carries that you can use are described below. For residents that may be mobile with a walker, you may wish to use an extra geri-chair, recliner or even a commode if that will speed up their escape from the fire zone. As much as possible, staff should work in teams of two to transfer residents from their bed to their wheelchair. If necessary, lower a resident onto a blanket from their bed onto the floor and pull them to safety.

LIFTS AND CARRIES

A. THE UNIVERSAL CARRY

The Universal Carry is a method of moving someone from a bed onto a blanket on the floor. It is a quick and effective method for removing a resident who is in immediate danger. This carry can be used by anyone, regardless of the size of the resident.

1. To reduce the danger of smoke inhalation, keep low as you approach the bed. As smoke tends to rise, you can reduce breathing in smoke and avoid excess heat by staying close to the floor

2. Spread the blanket, sheet or spread on the floor, placing one third of the blanket under the bed and leaving about eight inches above the Resident’s head.

3. Grasp the Resident’s ankles and move the legs until they drop over the bed at the bend in the knees.

4. Place your hands on Resident's shoulders and slowly pull your hands toward you until the Resident is in a sitting position.

5. Encircle the Resident with your arms, placing your arms underneath the Resident’s armpits and locking your hands together in front of him.

6. Slide the Resident slowly to the edge of the bed and lower to the blanket . If the bed is in a high position slide the resident down one of your legs.

7. ALWAYS PROTECT THE RESIDENT’S HEAD.

8. Gently lower the head to the blanket and wrap the blanket around the resident.

9. At the Resident’s head, grip the blanket with your hands above each shoulder of the Resident .... do not let the head snap back.

10. Place the resident in a half-sitting position and pull the blanket toward you. The blanket will slide easily on the floor allowing you to move the Resident to safety.

B. DOUBLE CRADLE DROP

The Double Cradle Drop is recommended for two rescuers to use when one person cannot control the Resident.

1. If there is smoke or heat stay close to the floor.

2. Spread the blanket, sheet or spread on the floor, placing one third of the blanket under the bed and leaving about eight inches above the Resident's head.

3. The person who will handle the top half of the Resident will be referred to as "A" and the person who will handle the lower half of the Resident will be "B".

4. "A", slide your arm under the Resident's head and grasp the opposite shoulder. Your other arm goes completely under the body at the waistline.

5. "B", slide your arms under the legs on both sides of the Resident's knees and extend through .... to support this half firmly.

6. Do not jerk the Resident out into mid-air.

7. Together, gently pull the Resident toward you by rocking back into a sitting position and lowering to the blanket.

8. Always protect the Resident's head by lowering this part to the blanket last ... wrap the blanket around the Resident.

9. Together, move to the Resident's head, grasp the blanket above the shoulders. Do not let the head snap back.

10. LEAVE THE RESIDENT IN A PRONE POSITION and pull the blanket toward you.

C. BEAR HUG HOLD

If the exit path is narrow, or the Resident is challenging to direct, it may be to your advantage to use the Bear-Hug assist on the Resident.

1. Approach the standing Resident from the rear.

2. Place your hands between the Resident's body and arms . . . take hold of the wrists, keep your hands on top, your thumbs to the inside.

3. Fold your arms to encircle the Resident around the chest.

4. Your arms will now be in the Bear-Hug position.

It is important that you keep your head to one side of the Resident's head so that the Resident cannot butt you.

THE FOLLOWING ARE SOME OTHER CARRIES YOU SHOULD BE FAMILIAR WITH:

CRADLE DROP: Blanket on floor. Rescuer kneels on floor about one foot from bed. Your arm under resident's neck and grasp opposite shoulder. Your right arm under, between knees and buttocks. Ease resident to edge of bed. Roll back and allow resident to slide down body to blanket. Always protect resident's head. For this lift, the resident should be of equal size or smaller than the rescuer.

SWING CARRY: Two rescuers. The second rescuer grasps the ankles of the resident and swings the legs over the edge of the bed. The first rescuer brings the resident to the sitting position. Both rescuers sit on bed beside resident. Rescuer's arm goes behind resident and grasps the other rescuer's arm at the biceps. The other hands go under the resident's knees and lock together. Co-ordinate when ready, pick resident up and carry to safety.

CHAIR LIFT: One or two rescuers. Get resident in sitting position. Get a bear hug from the front and ease resident into straight back, sturdy chair. If resident needs restraint, use a blanket or sheet to tie to chair.
One rescuer - tilt chair back to you and drag to safety.
Two rescuers - one grasps upper back of chair and tilts back. The other rescuer grasps the front legs of chair and picks it up.

SIDE ASSIST: Stand beside resident. Draw resident's left arm around your back and secure with left arm. Snug resident to your body. Put your right arm behind resident and grasp her right forearm. Assist in walking.

SECTION III- **Fire Plan Resources**

Fire Safety Plan for Pinecrest Nursing Home

August 2018

Building Information

Common Name of Building:	Pinecrest Nursing Home
Address:	3418 County Road 36 Bobcaygeon ON K0M 1A0
Number of stories:	1
Type of Building:	Long Term Care Home
Pinecrest is a single floor long term care home housing 50 (mostly) elderly residents. Most residents are dependent to some degree on staff for assistance with activities of daily living. Some residents are totally dependent on others. Between 70 and 75 staff are employed at Pinecrest. The building is staffed 24 hours a day.	

Fire safety features include:

Sprinkler system in all rooms of the building,
Smoke detectors,
Heat detectors,
Fire separation doors that close automatically when the fire alarm sounds, and automatic closures on the doors to all resident rooms.
A monitoring station receives a signal when the fire alarm sounds.
Fire extinguishers are available throughout the building in fire hose compartments as well as in the kitchen and activity room.
A fire standpipe (hose) system is in all zones of the building.
A kitchen hood suppression system

Hazardous Materials

Oxygen	Located in resident's rooms as required. Signs posted outside a resident room indicate oxygen is in use. Oxygen tanks are stored in the North Hall. Signs on the door in the hall indicates where oxygen is being stored.
Propane	Used in the building in the Mechanical and Laundry rooms.
Hazardous cleaning chemicals	Used in the Laundry Room and Kitchen. These chemicals are generally liquid and are stored in 28 l pails. They feed automatically into the dishwasher and laundry machines. Extra supplies are stored in the Laundry Room and storage

WHMIS information for all products in the building is at the Nursing Station.

A copy of this fire plan is posted in the Laundry Room. A second copy is kept at the Nurses Station and will be left at the front entrance with a key in the event of a fire.

Occupants:

50 Residents live at Pinecrest
25 in the South Wing
21 in the North Wing
4 in the Center Zone

Emergency Listings and Onsite Information:

Owner	Paul Burch		
Res:	See Appendix 11	Bus.	705 738 2366
		Fax	705 738 9414
Administrator	Jenelle Whalen		
Res:	See Appendix 11	Bus.	705 738 2366
		Fax	705 738 9414
Director of Care	Shelly Griffin		
Res:	See Appendix 11	Bus.	705 738 2366
		Fax	705 738 9414
Maintenance	Paul Cosh		
Res:	See Appendix 11	Bus.	705 738 2366
		Fax	705 738 9414

Contractors

Fire Monitoring System

Dyson Alarm – Monitoring office	1-866-749-8324
Dyson Alarm Tech Systems - office	705-324-9702

Sprinkler System

Complete Sprinkler Installations	705-632-1802

Generator

Somers Motor Generator Sales Ltd., (for Generator service)	1-519-655-2396
British Empire fuel (generator fuel) (call to refill generator, diesel fuel #1)	705-738-2121

Alarms & Evacuation Systems

Alarm Systems:

Main Fire Alarm Control Panel — See Appendix 1
Remote Annunciator — See Appendix 1

Alarm: Two Stage
Interconnected Smoke Alarms
Sprinkler System used as Fire Alarm

Fire Protection Devices:

Smoke Detectors (Alarm System)
Heat Detectors
Evacuation Communications System (PA)
Kitchen Hood Suppression System
Emergency Lighting (Battery Powered)
Fire Extinguishers

Evacuation Information:

Areas of Refuge: move residents to a safe fire zone other than affected zone

Meeting Place: after leaving building residents will gather at stone wall in field behind South Wing

Fire Protection

Water supply:
Fire Hydrant: See Appendix 1

Sprinkler System installed which covers the entire building

Fire Department Connection (Siamese) Connection See Appendix 1

Sprinkler Controls including Main Shut Off Valve –See Appendix 1
(see Floor Plan)
Sprinkler is connected to Fire Alarm

Standpipe System covers whole building
Fire hose cabinets have fire extinguishers
Hose cabinet doors latch.
(see Floor Plan for locations of Fire hose cabinets)
Main Shutoff Valve
(see Floor Plan)

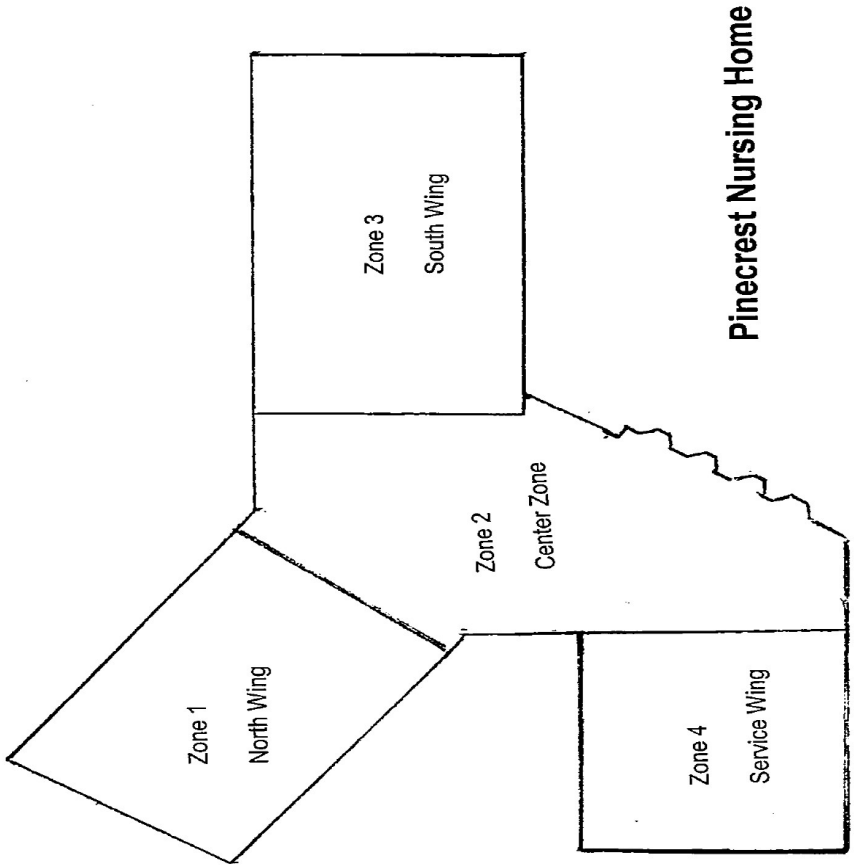
Fixed Extinguishing System

Extinguishing System is connected to Fire Alarm

Utility Provisions (see Site Plan, Floor Plan)

- Water Main Shut Off – see Site Plan
- Main Electrical Shut Off – see Floor Plan
- Propane Shut Off – see Site Plan
- Emergency Generator – see Site Plan

Pinecrest Nursing Home - Fire Zone Diagram



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STAFFING PATTERN:

Below is the usual staffing pattern for each day of the week. The first number in each box represents the number of nursing staff (1 or 2 Registered Staff + PSW's). The second number represents support staff (dietary, housekeeping, maintenance, laundry, activity staff) The third number represents Office staff: Nurse Clerk, Dietitian, Food Service Supervisor, Director of Care, Administrator) Hours for the RAI Coordinator, BSO RPN, Activation Coordinator & Resident Care Coordinator are not included in the hours below as the times and days these shifts are scheduled vary.)

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00	4	4	4	4	4	4	4
01:00	4	4	4	4	4	4	4
02:00	4	4	4	4	4	4	4
03:00	4	4	4	4	4	4	4
04:00	4	4	4	4	4	4	4
05:00	4+1	4+1	4+1	4+1	4+1	4+1	4+1
06:00	7+3	7+3	7+3	7+3	7+3	6+3	6+3
07:00	9+5	9+4	9+5	9+4	9+5	7+4	7+4
08:00	9+5+1	9+7	9+7+1	9+6+2	9+8	7+4	7+4
09:00	9+7+4	9+8+3	9+8+4	9+7+5	9+9+3	7+6	7+6
10:00	9+7+4	9+8+3	9+8+4	9+7+5	9+9+3	7+6	7+6
11:00	9+7+4	9+8+3	9+8+4	9+7+5	9+10+3	7+6	7+6
12:00	9+8+4	9+8+3	9+9+4	9+7+5	9+10+3	7+7	7+7
13:00	9+6+4	9+6+3	9+8+4	9+5+5	9+8+3	7+5	7+5
14:00	9+7+4	9+6+3	9+8+4	9+5+5	9+7+3	7+6	7+6
15:00	9+7+4	9+7+3	9+8+4	9+6+5	9+6+3	7+4	7+5
16:00	9+5+3	9+5+3	9+6+3	9+4+3	9+4+3	7+3	7+3
17:00	8+5	8+5	8+5	8+5	8+5	7+5	7+5
18:00	8+4	9+4	9+4	9+4	9+4	7+4	7+4
19:00	8+3	9+3	9+3	9+3	9+3	7+3	7+3
20:00	8+1	9+1	9+1	9+1	9+1	7+1	7+1
21:00	8+1	9+1	9+1	9+1	9+1	7+1	7+1
22:00	5	5	5	5	5	5	5
23:00	4	4	4	4	4	4	4

Nursing staff + Support staff + Office staff

Note: All staff are trained in the Fire Safety Plan and participate in Drills.

Between 0700 hr and 2300 hr the building has a minimum of Two (2) Registered Nursing staff trained to direct a Code Red and Evacuation

Between 2300 hr and 0700 hr there is One (1) Registered Nurse trained to direct a Code Red and Evacuation.

SECTION IV - **Fire Safety Education Programs**

POLICY

Training and practicing fire drills are an integral part of ensuring our staff members are prepared for a fire emergency**.** Education programs have been designed to provide instruction to supervisory staff, and all other staff, so they are aware of their responsibilities for fire safety. Fire safety information is also made available to family members, visitors and residents to ensure that all are aware of their role in the event of a fire emergency.

Fire safety education includes the following components that are described on the following pages:

- Fire safety training is provided as part of the Orientation program, for all new staff and volunteers.

- Fire safety inservice education programs will be scheduled at least annually for all staff and/or staff will be required to review the first two sections of the fire safety plan.

- Fire Drills are held three times monthly, once on each shift, which include the emergency procedures appropriate to the building.

- Information on the actions to be taken in the event of a fire and our smoking policy is posted for family members, volunteers and visitors.

- A copy of the Code Red Manual is located at the Nursing Station and the current master Code Red can be found on-line under Favourites>Pinecrest>PNH Policies and Procedures>Code Red Fire Plan.

- Copies of Fire Manual Section 1 – *A PreDetermined Plan in the Event of Fire* are posted through-out the building in red duo-tang folders.

- Fire Safety Information is posted throughout the building in several locations as a reminder to staff.

- Information regarding Fire Drills and Pinecrest Smoking policy are outlined in the Pinecrest Admission Handbook distributed to new residents and their family members.

- A fire safety meeting is offered to Resident's Council for residents and family members on an annual basis.

- Effective January 1, 2014 a fire drill is carried out at least once during each 12-month period for an **approved** scenario representing the lowest staffing level complement in the **occupancy** in order to confirm that there are sufficient **supervisory staff** available to carry out the duties required in the fire safety plan.

- The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

STAFF ORIENTATION

Fire Safety Training begins at the Orientation of a new staff member.

The **Orientation program** for all new staff includes:

- How to respond in the event of fire at Pinecrest
- The duties specific to the staff members' particular position
- The four steps to remember for fire safety
- Definition of evacuation and the stages of evacuation
- The Smoking policy for Residents at Pinecrest
- Fire Containment systems, Fire Safety equipment and practices at Pinecrest
- Lifts and Carries

The information above is outlined in Section I and Section II of the Fire Safety Manual.

In addition, the orientation program also includes:

- Tour and discussion of the location of pull stations, fire extinguishers, the annunciator panel, fire blankets and Fire department phone number

Each Employee Orientation Record will include the above information on the checklist, as well as other information required for the specific position the new staff will fill.

Copies of Employee Orientation Checklists are available in Pinecrest Policies and Procedures online under Orientation

SUPERVISORY STAFF FIRE SAFETY TRAINING

In addition to the standard fire safety orientation program, Registered Nursing staff shall receive additional instruction in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

Fire Safety Information will include:

- Responsibilities of Registered Staff in the Event of a Fire
- Responsibilities of Registered staff in the event of an Evacuation
- Responsibilities of Registered staff during a fire drill
- Fire panel and Registered staff responsibilities
- Fire safety check
- Contact information for Dyson (monitoring company), and fire department
- Procedure for resetting fire alarms, and the fire monitoring system following a drill.

See *Orientation_RN_RPN* in Pinecrest PoliciesProcedures online under Orientation

ANNUAL INSERVICE EDUCATION PROGRAMS

Ministry of Health and Long Term Care guidelines require that all staff shall receive instruction in Fire Safety procedures annually.

The annual fire safety education will be scheduled by the Administrator and/or Director of Care.

The local Fire Department will be invited to participate in an education training exercise for all staff at least annually.

Topics for Fire Safety procedures may include, but are not limited to:

Identifying, controlling and eliminating fire hazards
Use of fire fighting equipment – fire extinguishers, fire blankets, etc
Techniques for fighting small fires
Lifts and carries
Evacuation procedures
Review of procedures in the event of a fire

Staff attendance will be documented in the Fire Safety training manual. Employees will be paid for their time attending the Fire Safety Inservice.

ANNUAL FIRE DRILL AND EVACUATION

Effective January 1, 2014, Long Term Care Homes (among others) must hold an annual fire drill with emergency evacuation of one area of the home using the lowest staffing levels.

A scenario will be developed with the assistance of local fire officials. A fire evacuation drill will be held, observed by local Fire Officials to demonstrate that Pinecrest staff are able to evacuate one zone of the building within an allowable time frame. The time allowed is determined by a number of factors including the design of the building and the fire safety features installed within the building. (for example, one story, fire rated doors, sprinkler system)

FIRE DRILLS

Training and practicing fire drills must become an integral part of the Home's preparedness. A fire emergency often generates anxiety and excitement that may create a stressful environment for responders and decision makers. Providing regular training for staff helps them to deal effectively in an emergency situation.

Fire drills are held at least monthly on each shift. The Administrator and/or Director of Care or designated staff member will conduct a fire drill for each shift. A variety of scenarios will be employed. A fire drill may be a comprehensive drill or table talk drill. In a Comprehensive Drill, the fire alarm system is activated either by the Administrator, Director of Care or by an individual participating in the fire scenario situation. All on duty staff participate. The fire drill runs long enough to adequately assess the responses of staff and the emergency procedures relative to the scenario expectations. Table Top Drills do not involve physical demonstration/simulation of the emergency response activities. Generally, a Registered Staff, the Administrator or the Director of Care would facilitate discussion surrounding examples of fire scenarios. Participants describe their proposed response to the given scenario and discussion focuses on assessing the proposed responses and looking for other suggestions. At Pinecrest, table top drills are held monthly on 2200 – 0600 shift and led by the Charge Nurse.

Before commencing the fire drill, the Manager conducting the drill will:

- Determine scenario for drill
- Contact the monitoring company to inform them of the planned drill, and ask to be taken off-line for 1 hour. Telephone number for the monitoring company is posted on the telephones at the Nursing Station, Main Office, DOC office and Administrators office with account number and I.D. number.
- Complete final arrangements for drill. (A red umbrella/book in the Main Office – beside fan, with a sign saying "FIRE" is used to indicate the location of the fire during a fire drill.)

During the Fire Drill:

- The Manager conducting the fire drill should observe staff actions.
- Once staff have completed required steps to identify the source of fire, taken appropriate actions to control fire, evacuated residents from the area and informed the Supervisor (Charge Nurse) of the location of the fire, the Manager should announce the drill is over and request staff report to Nurses Station for discussion.

At the conclusion of the Drill:

- Registered staff reset the Pull station used, the fire alarm and exit door locks. Staff should physically check all exits to ensure the locks have in fact been reset.
- Hold a Debriefing at Nurses station to identify problems, discuss how staff could have responded differently, identify doors which were blocked or did not close properly, etc.
- Manager conducting fire drill should complete Fire Drill Report form and leave for Administrator. All staff participating in drill are asked to sign attendance form.
- Administrator or DOC to review Fire Drill Report Form, file in Fire Safety Manual in Administrators office and complete Fire drill attendance form *(mcarrshare\Documents\Audits\fire drill attendance 2019)*
- Any mechanical or equipment problems should be referred to Maintenance for attention.

A copy of the Fire Alarm Report is found on pages 50-52

NOTE: As part of the monthly drill on Day Shift, the Sprinkler Flowswitch Valve and Standpipe Flow Valve will be tested. This means that after the fire drill is completed, the alarm will sound 2 more times as these valves are tested. The Manager conducting the drill will announce the testing will take place in advance of the Valve tests commencing. Staff are asked to maintain their positions supervising doors and residents during this time until advised by the Manager that the tests have concluded.

VOLUNTEER ORIENTATION

New volunteers will receive fire safety information as part of their orientation to Pinecrest Nursing Home including:

How to respond in the event of discovering a fire at Pinecrest
How to respond upon hearing the fire alarm
Note that all Emergency Doors are unlocked by Fire Alarm and must be supervised.
Smoking Policy – for Residents, for Staff, volunteers, visitors
Fire Containment Features in building

Volunteers will be given a tour of the building showing the location of:

- pull stations,
- fire extinguishers,
- fire exits, and
- fire separation doors with an explanation of what occurs when the fire alarm sounds.

See Orientation_Volunteer in Pinecrest PoliciesProcedures online under Orientation

FAMILY AND VISITORS INFORMATION

It is important that family members and visitors be aware of their responsibilities in the event of a fire at Pinecrest.

Information has been posted for family members and visitors inside the front door of the building and in the Activity Room that outlines the actions they should take in the event they discover a fire. The Smoking policy of Pinecrest Nursing Home is also outlined there.

See a copy of the posted information on page 45.

The following information is in the Pinecrest Information Booklet that is given to Family Members on Admission of a new resident (Admissions_Handbook.... in Pinecrest policies and procedures)

* *

Fire safety

We take the threat of fire seriously and schedule monthly fire drills on every shift.

If you hear the fire alarm:

- Remain calm, reassure residents, encourage them to sit down with you.
- Remain where you are unless instructed to move by staff.
- Do not attempt to transport any residents on your own.
- When the alarm sounds, most of our doors close automatically. Do not leave the room you are in unless directed to do so by staff.

If a family member or visitor detects a fire:

- Advise staff of location of fire (yell, don't be shy!)
- If possible, remove resident from room as you leave.
- Ensure door is closed behind you as you leave.
- Pull Fire Alarm (located at each exit door).
- Staff will advise you what you can do to assist.

Familiarize yourself with all fire exits (located at both ends of each wing and illuminated with EXIT signs) and fire alarm pull stations at each exit door.

Doors must be monitored to ensure residents do not leave the building unsupervised.

RESIDENTS

IF YOU DISCOVER A FIRE

- Yell as loudly as you can until you get staff attention.
- Pull your call bell if possible.
- Get out of room if you can and pull your door closed behind you.
- Keep yelling.
- Pull the fire alarm - where are fire alarms? - at all exits from building
- The most important thing you can do is communicate to the staff what is happening – they are trained and know what to do and they can evacuate residents from the area
- Do not try to help others get out – first you need to let staff know what is happening

UPON HEARING THE FIRE ALARM:

Remain calm.
Remain in the area unless directed to move by staff.
Reassure other residents, encourage them to sit down with you.

Familiarize yourself with all fire exits (located at both ends of each wing and illuminated with EXIT signs) and fire alarm pull stations on each floor (located near exits).

Please note that all Exit Doors are unlocked by Fire Alarm.

Evacuation

If any sort of disaster should occur, families would be notified as soon as possible. If evacuation of the building was required, we have an evacuation plan that will ensure residents are moved to a safe location in an orderly fashion.

In the event of an emergency, residents and visitors are asked to remain calm and do not move about the building until advised by staff how to proceed.

* *

Posted Information for families:

In The Event Of Fire At Pinecrest

IF YOU DETECT A FIRE:

Pull The Fire Alarm (Located At All Exits)
Advise Staff Of Location Of The Fire.

Staff will advise visitors what they can do to help.
Residents in immediate danger will be evacuated to a safe area within the nursing home.
Unless advised by staff to evacuate to a different location in the building, residents and visitors should remain where they are, with doors and windows closed.

During An Emergency Remain Calm And Stay In One Location.

Do not leave the Room or Wing you are in until staff or the Fire Department advises you to do so.

SMOKING POLICY

NO ONE MAY SMOKE INSIDE PINECREST NURSING HOME.

Only residents who have demonstrated they can smoke safely may smoke outside unsupervised.

A family member or friend may take a resident outside and supervise their smoking. Except when smoking, no resident may have cigarettes, matches or lighters in their possession or in their rooms. All smoking materials must be returned to the tester when residents re-enter the building.

FIRE SAFETY MANUAL

A copy of the Fire Safety Manual is located at the Nursing Station in the central core of the building containing Sections One through Five.

Section One:	A Pre-Determined plan in the event of Fire
Section Two:	Fire Safety – what you need to know
Section Three:	Fire Plan Resources
Section Four:	Fire safety education programs
Section Five:	Monitoring Fire Safety

Copies of

Section One:	A Pre-Determined plan in the event of Fire
Section Two:	Fire Safety – what you need to know
Section Three:	Fire Plan Resources

Are located in the North Clean Linen Room, South Hall Clean Linen Room, in the Kitchen outside the FSS Office door and on the Staff Education Bulletin Board in the Service Wing. This information is in Red Duotang binders and entitled 'Fire Safety Plan'

The master copy of the fire Safety Manual is located online under Favourites>Pinecrest Nursing Home>Pinecrest Policies and Procedures>Code Red Fire Safety Plan.

Fire Alarm Reports, Fire Safety Education Inservice Programs, and External Inspection Reports (for example: Fire department, Fire Alarm System, Generator, Fire Hydrant, etc) are available in the Administrators Office.

Fire Department Copies

Two copies of the fire plan are available for use by the fire department. One copy is posted in the Laundry Room, by the Standpipe and Sprinkler shutoffs. The other copy is at the Nurses Desk and, in the event the fire department is called to Pinecrest, should be placed by the Charge Nurse on the table in the front entrance with a set of keys for use by Fire Officials.

POSTED FIRE SAFETY INFORMATION

In areas that may be susceptible to fire hazards, posted instructions are used as a friendly reminder.

Fire Safety Information is posted:

- At all pull stations describing the steps to be taken upon discovering a fire (see below)
- In the dietary department outlining the procedure for dietary staff in the event of a fire in the Dietary department (see page 48)

VISITORS & FAMILIES: ON DISCOVERING FIRE OR SMOKE

Advise staff of location of fire (yell, don't be shy!)
If possible, remove resident from room as you leave.
Ensure door is closed behind you as you leave.
Pull Fire Alarm (located at each exit door).
Staff will advise you what you can do to assist.

On Hearing Fire Alarm, Follow The Procedure Outlined In Fire Manual.

DIETARY STAFF

UPON HEARING THE FIRE ALARM

One staff in kitchen:

- Close all doors and windows in the area & shut off all equipment
- Check storage area and dish-washing room
- If the kitchen is free from fire, exit to dining/sitting room area.
  - If the area is safe, advise residents to stay where they are.
  - Report quickly to the Nursing Station that you are in DR with residents.
  - Return to dining/sitting room area, ensure all residents and visitors remain in the area until advised differently and monitor Dining Room exit door. Check fire pull station to ensure it has not been pulled. (reporting immediately to Charge Nurse if it has been pulled). Close windows

Two or more staff in the kitchen:

Dietary Aide: Check dish-washing area (doors closed, equipment off, water off, area free from fire)

- If the kitchen is free from fire, exit to dining/sitting room area.
  - If the area is safe, advise residents to stay where they are.
  - Report quickly to the Nursing Station that you are in DR with residents.
  - Return to dining/sitting room area, ensure all residents and visitors remain in the area until advised differently and monitor Dining Room exit door. Check and close windows. Check fire pull station to ensure it has not been pulled (Advise Charge Nurse Immediately if it has been pulled).

Cook or Second Dietary Aide: Check Food Preparation area: (doors closed, equipment turned off, windows closed, storage area clear)

- Exit kitchen into the Service Wing Hall. Look for signs of fire, smoke in hall. Check smoke detector immediately outside kitchen door to see if triggered.
- Check Resident's Bathroom #58 to determine if occupied.
- Report to the Nursing Station. When able advise Charge Nurse if Resident Bathroom #58 is occupied, and any out of the ordinary observations from Service Wing.
- Other duties as assigned by Charge Nurse

Food Service Supervisor: Ensure kitchen area has been checked and is secure

- Report to Charge Nurse at Nursing Station for assignment

If the Service Wing is identified as the Code Red Zone, immediately start to search for fire.

REMEMBER – Emergency exit door in Dining Room is unlocked by fire alarm.
Doors must be monitored to ensure residents do not leave the building unsupervised.

IN THE EVENT OF FIRE IN THE KITCHEN:

ON THE GRILL OR STOVE AREA: Pull the manual pull station on the fire suppression system. Do not wait for the system's automatic discharge to occur. Pull the ring pin (safety pin) on the far left side, then pull the handle.

- If NOT a MAJOR FIRE - extinguish with the dry chemical BC extinguisher (located by kitchen exit into Dining Room)
- The fire alarm will automatically sound when the suppression system is activated
- Exit the kitchen and report to Charge Nurse to advise the situation

IN CASE OF FIRE TO AN EMPLOYEE'S CLOTHING: Remove Emergency Fire Blanket from red box by pulling the two tabs. (located by Kitchen exit into Dining Room and Kitchen door into Service Wing)

- Unfold blanket and wrap the individual to smother the fire.

IN CASE OF FIRE IN ANY OTHER AREA OF KITCHEN: Immediately go to the nearest fire alarm box to activate alarm. The closest Fire alarm pull stations are located at exit door in Dining Room and on either side of the locked door between the Service Wing and Center Core.

- If NOT a MAJOR FIRE, attempt to extinguisher using portable extinguisher
- If unable to put out fire, IMMEDIATELY EVACUATE KITCHEN, pull fire alarm pull station, report to Nursing Station.

RESIDENT FIRE SAFETY TRAINING

Annually, at the request of the Pinecrest Resident's Council, the Administrator will schedule a meeting with residents and their family members to discuss fire safety.

Information may include:

- What to do if you discover a fire
- Review of smoking policy
- What happens when the fire alarm goes off

  UPON HEARING THE FIRE ALARM:
  1. Remain calm
  2. Remain in the area unless directed to move by staff
  3. Reassure residents, encourage them to sit down with you.

- You should keep alert and recognize and report fire hazards such as:
  1. Careless smoking – Follow Pinecrest Nursing Home Smoking Policy
  2. Accumulation of Rubbish
  3. Doors blocked open
  4. Electrical appliances (lamps, radios, T.V.s, Treatment Equipment, Laundry Equipment etc.) not in perfect working order are hazards. - no extension cords
  5. Improperly stored or handled inflammable liquids are potential fire hazards and must be reported immediately.
  6. Furniture or equipment pushed against the heaters.

You must develop the habit of being constantly on the ALERT for Fire Hazards and REPORTING those to staff.

Pinecrest Nursing Home **Fire Alarm Report**

Date:	Time:	Location	
Comprehensive Drill	Silent Drill	Table Talk	Other
False Alarm	Unknown cause	Fire	

Section 1

Describe fire drill scenario, file incident or fire alarm occurrence:

Were people in immediate danger evacuated?	Yes	No	Was the Zone of origin evacuated?	Yes	No
Did doors close and latched to confine the fire and reduce smoke spread?				Yes	No
Was fire alarm manually activated? if yes, by _____				Yes	No
Was Dyson called?	Yes	No	Was fire department called?	Yes	No
Was an attempt made to extinguish the fire?	Yes	No	Was attempt appropriate?	Yes	No
Did sufficient staff respond and evacuate endangered occupants in an organized and timely manner?				Yes	No
Was scene supervision appropriate?	Yes	No	Were instructions clear?	Yes	No

Comments/observations/recommendations on emergency responses:

Were verbal instructions correct & clearly stated over the PA system?	Yes	No	Was a staff designated to provide fire department assistance and access?	Yes	No

If “No” was answered for question(s) above, provide comments/observations/ recommendations:

Section 2 Did the following features operate properly?

fire alarm pull station	Yes	No	audible fire alarm devices	Yes	No
voice communication system	Yes	No		Yes	No
self closing doors closed & latched upon fire alarm system activation?				Yes	No
electro-magnetic locking devices released locked doors upon fire alarm system signal?				Yes	No
fire hose stations, fire extinguishers and/or sprinklers (where applicable)				Yes	No

Comments, observations, recommendations:

Section 3 - Employee Response	Did employees respond properly upon hearing the fire alarm signal & voice communication instructions?	Yes	No
checked rooms and area for fire, marking safe rooms as inspected		Yes	No
designated staff responded to the fire area to assist with evacuation		Yes	No
hazardous equipment safely shut down where appropriate (i.e. oxygen, dryers)		Yes	No
corridors were clear and unobstructed		Yes	No

If “No” was answered for question(s) above, provide comments/observations/recommendations:

Section 4	When this was a drill:					
Was Dyson notified before alarm?	Yes	No	After?		Yes	No
Did they receive signal when alarm sounded?					Yes	No
Was the Fire department notified before alarm?	Yes	No	After?		Yes	No
Sprinkler – Flowswitch valve alarm tested?	Yes	No	Standpipe Flowswitch Valve Alarm tested?		Yes	No
When this was an unscheduled alarm						
Did Dyson call?	Yes	No	Was Fire Department called?		Yes	No
Did fire department come?	Yes	No	Time of arrival			
Was Fire Department met at door by designated staff?					Yes	No
Cause of alarm:						
Comments, recommendations:						
After the drill or alarm ends:						
Was fire pull station reset?	Yes	No	Was fire alarm system reset after drill?		Yes	No
Were exit doors reset to lock after system reset?	Yes	No			Yes	No
Exit doors checked to ensure they are locked	Yes	No	Service Exit	Activity Room exit	North Wing Exit	South Wing Exit
				Staff Wing Divider Door	Dining Room Exit	Front Door
'All Clear' announced?	Yes	No	Follow Up Discussion held?		Yes	No
Comments, recommendations						
Name:			Date:			

Action Plan:

Reviewed by:

Pinecrest Nursing Home Date _____

Fire Alarm Report (4/12)

Shift: 6-2 2-10 10-6 Time:_____

Staff Participating in Fire Alarm Drill / Incident

Print Name	Signature

SECTION V - MONITORING FIRE SAFETY

Introduction

Systems shall be put into place to monitor and ensure the ongoing safety from fire of the residents, staff and visitors at Pinecrest Nursing Home.

These systems include:

- Daily Fire Inspection
- Semi Annual review of Fire Drills & System operations by Administrator or designate.
- Ongoing equipment checks by maintenance on a monthly basis
- Annual inspection of fire equipment, monitoring system, fire doors, generator, etc. by qualified professionals
- Annual inspection of building by local fire officials
- System to ensure regular fire checks in the event of failure of fire safety equipment

A description of each follows.

Daily Fire Inspection – 11-7 Registered Staff

Registered Staff working 2300 – 0700 hr shift complete a Fire Rounds checklist twice each night at 2400 and 0400 hours.

The Fire Rounds Checklist is located on the Registered Staff Shift Report – Night Shift

Any problem found by staff are to be reported to Maintenance by writing the problem in the Maintenance Book (located at the Nursing Station). The Administrator is also to be notified in writing of any problem.

FIRE ROUNDS -	√ = Yes X=No		√ = Yes X=No
Are Fire Exit Doors Unobstructed?		Are Fire Extinguishers Present?	
Are Exit Signs All Illuminated?		Is Main Fire Panel "Power On" light Illuminated?	
Are All Door Alarms in the "ON" position?		On Fire Panel: Any Trouble Lights Illuminated?	
Have Exterior Doors Been Locked & Lounge Windows Closed?		Are Dryers - Lint Traps – Clean?	
Do Fire Doors Work?		Are Kitchen Appliances Turned off?	
Are Hallways & Passageways free of Obstruction?		Are Outside Lights Functioning?	
Comments:			

Fire Rounds Completed By – Signature:_____

Semi Annual review of Fire Drills & System operations by Administrator or designate.

The following form will be completed at least Semi-Annually by the Administrator or designate. It audits the fire drill process and identifies short-comings in staff actions and/or equipment. It can also be used to review incidents of unscheduled fire alarm signal activation. When deficiencies in the operation of the fire alarm system are identified, this form will document the process followed to address the deficiencies.

Fire Drill Check List and Summary Recommendations

Pinecrest Nursing Home

Date:		
This form is to be completed by the person responsible for conducting and coordinating the building fire safety program, which includes monitoring fire drills and monthly fire alarm system test(s). It should be completed, at minimum, semi annually.	Yes	No
Fire department notified before fire alarm test or fire drill?		
Fire department phone #		
Name of person contacted:		
Alarm Monitoring Company notified before fire alarm test or fire drill?		
Monitoring company phone #		
Name of person contacted:		
Fire alarm system tested on secondary source of power (Battery or Generator as applicable)?		
Fire alarm system activated correctly?		
Second stage alarm signal activated correctly (where applicable)?		
Annunciator(s) indicated the correct fire alarm zone of alarm origin?		
“All clear” announced and staff instructed to sign fire drill attendance record?		
Fire alarm system reset and returned to primary power source?		
Fire alarm ancillary devices reset and checked: Electro-magnetic locking devices HVAC Hold-open features on fire doors		
Fire alarm system clear of any “trouble”?		
Confirmed fire alarm monitoring company received alarm signal?		
Fire department notified after drill?		
When applicable, confirmed fire department received alarm signal?		

Unscheduled Fire Alarm Signal Activation	Date:	Time:	Applicable		
Cause of alarm determined to be:					
Fire Department Arrival Time (if known):					
				Yes	No
Fire alarm control panel reset after emergency was over?					
Fire alarm “trouble signal” clear?					
“*All clear”* announced and staff instructed to sign fire drill attendance record?					
Fire alarm ancillary devices reset and checked: Electro-magnetic locking devices HVAC Hold-open features on fire doors					
When fire alarm system deficiencies identified (describe the issue)					
Fire alarm system repair company notified of repairs required? Time: Name of person contacted:					
Fire alarm system repaired – Date: Time:					
Date fire alarm system last serviced or inspected:					
Conclusions, recommendations for changes to fire safety plan or procedures:					
Print Name:		Signature:		Date:	

Orange “Sure Search” Room Markers Audit

In the event of a disaster, fire or otherwise, the Orange “Sure Search” Room markers are used to indicate that the room behind the door is unoccupied. Orange Room Markers are posted inside rooms, usually on the inside of the door or hanging in close proximity to the door.

In the event of fire, as rooms are evacuated, staff should place the orange marker on the outside door handle. This will signal to staff and fire fighters that the room has been evacuated.

Quarterly, a PSW on Night Shift (2200 – 0600 hr) will be assigned to complete an audit to check that each door has a orange “Sure Search” room marker. Any missing markers will be noted and reported to the Director of Care to be replaced.

A copy of the quarterly “Sure Search Door Marker” audit sheet follows on page 58, 59)

Ensuring Access to Fire Protection Equipment and Exits (exterior)

Maintenance staff is responsible to ensure, year round:
- unobstructed access to the standpipe access connection
- unobstructed access to the fire hydrant
- unobstructed path from exits on the building exterior – including activity room exit

Maintenance equipment checks

Monthly, the Maintenance Staff will complete the Fire Safety Checklist that includes:

- Checking all portable extinguishers to ensure seal in place and pressure correct
- Checking all exit signs are lighted
- Checking fire hoses ensuring nozzle is open
- Checking all Fire Zone separator doors ensuring they latch
- Checking emergency lighting

A copy of the Monthly Maintenance Fire Safety Checklist follows on page 60.

Monthly, Maintenance staff will test the Sprinkler Flowswitch Valve Alarm and the Standpipe Flowswitch Valve Alarm (see checklist page 70, 71)

Annual inspection of building by local Fire Department

The Administrator shall arrange an inspection of the site and building with local Fire Department at least annually.

Record of Documentation of each inspection shall be filed in the Fire Safety Records Book in the Administrators office. Inspection records shall be kept on file in this book for a period of 2 (two) years.

Annual inspection of Fire equipment

Annually, the Administrator shall ensure all fire safety equipment is inspected and serviced as required.

Documentation of each inspection shall be filed in the Fire Safety Records Book in the Administrators office or can be viewed at mcarr shared>Maintenance>Equipment_Service_Audits> "*current year*">fire safety. Inspection records shall be kept on file in this book for a period of 2 (two) years.

Inspections shall be conducted of the following equipment:

- Fire alarm system
- Smoke & heat detectors
- Monitoring system
- Kitchen system
- Door security system
- Fire hoses
- Fire extinguishers
- MAG doors
- Room doors
- Generator
- Fire Hydrant
- Sprinkler System

In the Event of Fire Safety Equipment Failure

In the event the Fire safety equipment becomes inoperable, the Designated supervisor shall:

- Notify the Fire department at 324-5731 ext. 500.

- Notify Dyson re the equipment failure and request immediate assistance to repair the system (Monitoring Station 1-866-749-8324
Dyson Alarm Tech Systems Office 705-324-9702)

- Designate a responsible individual to conduct an hourly inspection of the entire facility to detect any fire hazards and ensure the facility is safe. (Hourly Fire Rounds Checklist follows on page 61-63.)

- Notify the Administrator or Director of Care of the situation, reporting on the steps taken.

- If the Fire Safety Equipment is shut down in excess of 24 hours, the fire department is to be notified in writing

- Service for Sprinkler System: Complete Sprinkler Installations 705-632-1802

Maintaining Dyson Monitoring Station Contact List

Dyson maintains a phone list of staff to call in the event an alarm is received from Pinecrest and no one responds to their return call. Historically this list has included the Administrator, Director of Care, Nurse Clerk and full time day shift Charge Nurse. Each of these individuals has their own passcard I.d. number which they should use any time they contact Dyson.

Annually, the contact telephone numbers shall be reviewed with each individual on the list to ensure they are correct. In the event one of the individuals filling these positions leaves Pinecrest, Dyson must be contacted immediately to update contact information.

A copy of the contacts and passcodes is filed in the Current Fire Safety Information in the Administrator's office.

PINECREST NURSING HOME **QUARTERLY "SURE SEARCH DOOR MARKERS" AUDIT**

Check that each room has a door marker

Year:	March	June	September	December
Date completed				
NORTH WING				
Room 1				
Soiled Utility Room #65				
Room 3				
Room 5				
Storage #68				
Room 7				
Room 9				
Room 12				
Room 10				
Room 8				
Room 6				
Storage #75				
Room 4				
Room 77				
Clean linen Room #79				
CENTRAL ZONE				
Treatment Room #63				
Room 2				
Tub Room #81A				
Tub Room #81				
Med Room #82				
Staff Washroom #83				
Room 14				
Storage #29				
Office #30				
Visitors Washroom #31				
DOC Office #32				
Business Office #33				
Sitting Room #37 double doors				
Dining Room #38				
Kitchen Door #40A				
Dish Room Door #39				
Hairdressing Room Rm #57				
Residents washroom #58				
Activity Office #59A				
Activity Office door #59				
Activity Room #61 double doors				
Back Activity Room Office #60				
SOUTH WING				
Room 16				
Soiled Utility #86				
Room 18				
Room 20				
Linen room #89				
Room 22				

Room 24				
Room 26				
Room 28				
Sitting Room #94				
Room 27				
Room 25				
Room 23				
Room 21				
Room 19				
Room 17				
Room 15				
Room 11				
SERVICE WING				
Housekeeping room #56				
Men Staff Room #54				
Female staff #50				
Board Room #49				
Laundry room #48				
Laundry Room #46				
Holding room #45				
Storage room #44				
Mechanical Room #43				
Kitchen #40				
Dietary Office #41				
Dietary Dry Storage #42				

March Notes/ Comments:

March Audit completed on: by:

June Notes/ Comments

June Audit completed on: by:

September Notes/ Comments

September Audit completed on: by:

December Notes/ Comments

December Audit completed on: by:

 Monthly Maintenance Fire Safety Checklist

			S/U
Fire Alarm Power on normal Dyson Alarm 1-866-749-8324			
Fire Zone Doors Latching?			
Center/North		Activity Room Doors	
Center/South		Sitting Room Doors	
Center/Service		Dining Room Door	
Emergency lighting tested at Nurse's Station			
Exit signs check and functioning *S/U*		*S/U*	
Front entrance outer door		Front entrance office	
Front entrance inner door		Activity Room Exit	
Nursing station/Tub room		Dining Room Exit	
Center side of North Separator door		North Wing exit	
North side of Center Separator door			
Center side of South Separator door		South Wing Exit	
South side of Center Separator door		Service Wing Exit	
Center side of Service Separator door		Service side of Center Separator door	
Fire Hoses, Valves & Connections & Fire Extinguishers checked			
Front Entrance Fire Hose, Valves & Connections		Front Entrance Extinguisher ABC 5 lb.	
North Wing Exit Fire Hose, Valves & Connections		North Wing Exit Extinguisher ABC 5 lb.	
Mid North Wing Fire Hose, Valves & Connections		Mid North Wing Extinguisher ABC 5 lb.	
South Wing Exit Fire Hose, Valves & Connections		South Wing Exit extinguisher ABC 5 lb.	
Mid South Wing Fire Hose, Valves & Connections		Mid South Wing Extinguisher ABC 5 lb.	
		Activity Room ABC 5 lb.	
Kitchen - over stove suppression system - Dry Chemical		Kitchen at Dining Room Door Wet Chemical extinguisher 2-A:K	
		Kitchen Extinguisher ABC 5 lb.	
Service Wing Fire Hose, Valves & Connections		Service Wing ABC 5 lb.	
Pump House – ABC 5 lb		Laundry Room (Clean Door) Extinguisher ABC 5 lb.	
Generator Shed – ABC 5lb		Mechanical Room ABC 5 lb.	
Sprinkler – Flowswitch valve alarm tested			
Standpipe Flowswitch Valve Alarm tested			

For any items marked "U" indicate on back how/when issue resolved

Signature: _____ Date Completed:_____

Hourly Fire Rounds – Complete in the event of failure of fire safety equipment

Date: _____ Inspection completed by:_____

Fire rounds audit

	1000	1100	1200	0100	0200	0300	0400	0500	0600
Fire doors separating Central Zone & North Wing									
Exit signs illuminated									
Room 1 - Door open, heater clear, residents safe									
Soiled Utility Room #65:locked, checked									
Room 3 - Door open, heater clear, residents safe									
Fire extinguisher in mid hall compartment									
Room 5 - Door open, heater clear, residents safe									
Storage #68 – locked, checked **O2 storage									
Room 7 - Door open, heater clear, residents safe									
Fire extinguisher in end compartment									
Room 9 - Door open, heater clear, residents safe									
North wing exit door locked, clear & door bypass “Normal”									
Exit sign illuminated									
Room 12 -Door open, heater clear, residents safe									
Room 10 - Door open, heater clear, residents safe									
Room 8 -Door open, heater clear, residents safe									
Room 6 -Door open, heater clear, residents safe									
Storage 75 – locked, safe									
Room 4 -Door open, heater clear, residents safe									
Room 77 -Door open, heater clear, resident safe									
Clean linen Room # 79 – locked, safe									
North hall clear?									
Central Zone									
Treatment Room #63 – locked, safe									
Room 2 - Door open, heater clear, residents safe									
Tub Room #81A – locked, safe									
Tub Room #81 – locked, safe									
Med Room #82 -locked, safe									
Staff Washroom #83									
Room 14 - Door open, heater clear, residents safe									
Storage #29 - locked, safe									
Office #30 – locked, safe									
Visitors Washroom #31-locked, safe									
DOC Office #32 – locked, safe									
Business Office #33 – locked, safe									
Administrator office #35 – locked, safe									
Fire extinguisher at front door in place?									
Front door - locked									
Exit sign at front door illuminated?									
Sitting Room									

	1000	1100	1200	0100	0200	0300	0400	0500	0600
Dining Room									
Dining Room exit door locked, clear & door bypass “Normal”									
Exit sign in D/R illuminated									
Doors to kitchen locked									
Windows closed									
Exit sign above separation door to service wing illuminated									
Hairdressing Room Rm #57 -safe & locked									
Residents washroom #58 - safe									
Activity Office #59A – locked, safe									
Activity Office door #59 - locked									
Activity Room #61 – safe									
Office #60 - locked, safe									
Activity room exit door locked, clear and door bypass “Normal”									
Exit sign illuminated									
Fire extinguisher present									
Stove power off (In locked cupboard)									
SOUTH WING									
Fire doors separating Center core and south wing									
Exit sign illuminated									
Room 16 - Door open, heater clear, residents safe									
Soiled Utility #86 locked, clear									
Room 18-Door open, heater clear, residents safe									
Fire extinguisher in mid hall compartment									
Room 20 - Door open, heater clear, residents safe									
Linen room #89 locked, safe									
Room 22 - Door open, heater clear, residents safe									
Room 24 -Door open, heater clear, residents safe									
Room 26 - Door open, heater clear, residents safe									
Fire extinguisher present									
Room 28 -Door open, heater clear, residents safe									
South Wing Exit Door locked, clear and door bypass “Normal”									
Exit sign illuminated									
Sitting Room #94 - clear									
Room 27 -Door open, heater clear, residents safe									
Room 25 -Door open, heater clear, residents safe									
Room 23 -Door open, heater clear, residents safe									
Room 21 - Door open, heater clear, residents safe									
Room 19- Door open, heater clear, residents safe									
Room 17 - Door open, heater clear, residents safe									
Room 15 - Door open, heater clear, residents safe									
Room 11 - Door open, heater clear, residents safe									
South Hall clear									

	1000	1100	1200	0100	0200	0300	0400	0500	0600
SERVICE WING									
Fire doors separating central core and Service wing functioning									
Housekeeping room #56 – door closed									
Men Staff Room #54 – door locked, clear									
Female staff #50 – door closed, clear									
Locker Room – door closed, clear									
Board Room #49 – door closed, clear									
Laundry room #48 – doors closed, clear									
- check behind dryers									
Service Wing Exit Door locked, clear and door bypass on “Bypass”									
Exit sign illuminated									
Holding room #45 – door closed, clear									
Storage room #44 – door closed, clear									
Fire extinguisher in mid hall present									
Mechanical Room #43 – door closed, safe									
Kitchen #40 – door locked, equipment off, windows closed, room safe									
Dietary Office #41- door closed									
Dietary Storage #42 – door closed, clear									
2 Fire extinguishers present at entrance to Dining Room									
Service wing hall clear ?									

0600 – 2200 Charge Nurse – Procedure Upon Hearing Fire Alarm * remain at Nursing Station to co-ordinate staff (Don Safety Vest in Med Room)

IT IS IMPORTANT THAT THE CHARGE NURSE TAKE PROPER MEASURES IMMEDIATELY TO AVOID CONFUSION AND PANIC.

TREAT EACH ALARM AS A FIRE! ! !

ANNOUNCE	location of **Code Red** (from Annunciator Panel)
ASSIGN	Three staff to check the zone indicated on Annunciator panel
ASSIGN STAFF	To assist tub room staff
	To monitor unlocked exit doors (for resident safety) and check pull stations
	To reassure residents and visitors, and advise them to stay where they are
	Send additional staff members to fire zone to assist with search
Second Registered staff goes to Fire Zone – supervise search, ensure desk informed re. location of fire, supervise staff in area and evacuation process	
In the event a fire is detected	CALL FIRE DEPARTMENT – 911 – Advise which zone indicated on Annunciator Panel and alert them to the presence of O2 cylinders or concentrators in the immediate area, and in the building.
	Assign staff to evacuate Residents in Code Red Zone to the next fire zone.
	Assign staff to assist residents coming from Code Red Zone into a safe zone and ensure their safety
	Assign staff to turn off oxygen concentrators and evacuate any residents who are on pure oxygen from fire area
	Assign staff to be liaison with fire department (need copy of fire safety plan and master keys)
	CALL Administrator or, if no answer, contact Director of Care
	Start to gather documents required if evacuation becomes necessary (see list, over)
	If evacuation is needed, refer to Evacuation Worksheet
If the reason for alarm is unknown:	CALL FIRE DEPARTMENT – 911 Advise that we have an alarm and are unable to identify the source. Advise the zone indicated on Annunciator Panel. Alert them to the presence of O2 cylinders or concentrators in the immediate area, and in the building.
	Advise Staff that Alarm is unidentified and they should continue to search the Code Red Zone, residents and doors
	Silence Alarm. DO NOT RESET THE ALARM!! until fire department advises to do so.(push **Signal Silence** only)
	Assign 1 staff to meet fire department when they arrive (with key, fire safety plan and to direct to area of alarm)
	Staff should not return to regularly scheduled duties until the Fire Department has canceled the alarm.
	Reset system when directed by Fire Department
	Announce that Code Red has ended.
	Call Dyson to report end of Code Red and results.
	Complete Fire Alarm Report Form

- over -

If a False Alarm (or Fire Drill) (if a fire drill, the staff running the drill will contact Dyson and complete Report)	Contact Dyson Alarm immediately 1-866-749-8324 to inform them of the circumstances of the alarm (why it is a false alarm)
	Announce to staff that this is a False Alarm or Drill and you will be resetting the system.
	Reset Pull station (if required)
	Reset Alarm system silence alarm
	Announce “All Clear” and Assign staff to check all exterior doors to ensure they have locked properly. Ask staff to report any doors that did not close properly, or any other issues or concerns.
	Complete Fire Alarm Report Form

- Resetting the Alarm System
  - If pull station was pulled, reset
  - Reset alarm system
    - Open Fire Alarm Control Box, push **System Reset**, push **Signal Silence**
    -

BUILDING EVACUATION LIST:

In The Event Total Evacuation Is Required Please Bring:

1. 24 Hour report book
1. Narcotics Tracking Book
2. Laptop Computer (Dr. laptop)
3. Time Sheet
4. Emergency Operation Manual
5. Death Record Book
6. Residents’ charts and the chart rack
7. 2 Medication carts (insulin & bins) from Med Room

If possible, collect items #1 - #6 in advance and place on Med Carts in MedRoom until Total Evacuation process is initiated.

2200 – 0600 Charge Nurse – Procedure Upon Hearing Fire Alarm

IT IS IMPORTANT THAT THE CHARGE NURSE TAKE PROPER MEASURES IMMEDIATELY TO AVOID CONFUSION AND PANIC.

TREAT EACH ALARM AS A FIRE! ! !

ANNOUNCE	location of **Code Red** (from Annunciator Panel)
ASSIST	Assist Staff to search the zone indicated on Annunciator panel (starting at first room on left through fire separation doors)
	Monitor unlocked exit doors (for resident safety)
Once source of alarm is identified:	
In the event a fire is detected	**Direct staff** to start to evacuate Residents in Code Red Zone to the next fire zone.
	Remind staff to turn off oxygen concentrators and evacuate any residents who are on pure oxygen from fire area
	Return to Nursing Station: CALL FIRE DEPARTMENT – 911 – Advise which zone indicated on Annunciator Panel and alert them to the presence of O2 cylinders or concentrators in the immediate area, and in the building.
	Don Safety vest
	Unlock front and service wing doors to allow access to Fire Department – remove key from Safety Vest & leave with fire plan on table in front entrance
	CALL ADMINISTRATOR or, if no answer, contact Director of Care
	Assist ambulatory residents as they come into a safe zone in the building.
	Start to gather required information if evacuation becomes necessary (see list, over)
	If evacuation is needed, refer to Evacuation Worksheet
If the reason for alarm is unknown:	CALL FIRE DEPARTMENT – 911 Advise that we have an alarm and are unable to identify the source. – Advise which zone indicated on Annunciator Panel and alert them to the presence of O2 cylinders or concentrators in the immediate area, and in the building.
	Unlock front and service wing doors to allow access to Fire Department – leave key and fire plan on table in front entrance
	Advise Staff that Alarm is unidentified and they should continue to search the Code Red Zone.
	Silence Alarm. DO NOT RESET THE ALARM!! until fire department advises to do so.(push **Signal Silence** only)
	Staff should not go back to regularly scheduled duties until the Fire Department has canceled the alarm.
	Reset system when directed by Fire Department
	Announce that Code Red has ended.
	Call Dyson to report end of Code Red and results.
	Complete Fire Alarm Report Form
-over- procedure in the event of a false alarm, or a fire drill	

If a False Alarm (or Fire Drill) (if a fire drill, the staff running the drill will contact Dyson and complete Report)	Contact Dyson Alarm immediately 1-866-749-8324 to inform them of the circumstances of the alarm (why it is a false alarm)
	Announce to staff that this is a False Alarm or Drill and you will be resetting the system.
	Reset Pull station (if required)
	Reset Alarm system, silence alarm
	Announce "All Clear" and Assign staff to check all exterior doors. Ask staff to report any doors that did not close properly, or any other issues or concerns.
	Complete Fire Alarm Report Form

- Resetting the Alarm System
  - If pull station was pulled, reset
  - Reset alarm system
    - Open Fire Alarm Control Box, push **System Reset**, push **Signal Silence**

BUILDING EVACUATION LIST:

In The Event Total Evacuation Is Required Please Bring:

1. 24 Hour report book
2. Narcotics Tracking Book
3. Laptop Computer (Dr. laptop)
4. Time Sheet
5. Emergency Operation Manual
6. Death Record Book
7. Residents' charts and the chart rack
8. Medication carts (insulin & bins) from Med Room

If possible, collect items #1 - #6 in advance and place on Med Carts in MedRoom until Total Evacuation process is initiated.

Pinecrest NH **Smoking Assessment** Name: _

***** Review Pinecrest Smoking Policy with the Resident** Date: _ _ _ _ _ _ _ _ _ _ _ _ _

RESIDENT'S PERSPECTIVE:	**OBSERVATION:**
Tell me what smoking (vaping) means to you?	Are there any physical limitations, that impact the Resident's ability to smoke (vape) (i.e. arthritis, hand injury, paralysis)? ☐ Yes (*Specify)* ☐ No
How important is smoking (vaping) to you? - Very Important - Important - Not Very Important - Don't Care	Does the Resident use assistive devices that may alter his/her ability to smoke (vape) (i.e. splints/neck collar)? ☐ Yes (*Specify)* ☐ No
How much do you smoke (vape)?	***Go the the smoking area and ask the resident to smoke a cigarette or vape and observe.*** Did the Resident complete the following tasks safely and independently? *If no, comment by writing the Resident's action in the space provided. Indicate if the underlying cause is related to physical, cognitive, perceptual, or behavioural issues.*
When do you usually smoke (vape)?	- obtain and use a smoking apron? ☐ Yes ☐ No - access an ashtray? ☐ Yes ☐ No - light cigarette? ☐ Yes ☐ No - dispose of ashes in ashtray? ☐ Yes ☐ No - put out cigarette? ☐ Yes ☐ No - return cigarettes & lighter to Reg Staff? ☐ Yes ☐ No - able to call for emergency assistance ? ☐ Yes ☐ No - able to manage locked box for cannabis? ☐ Yes ☐ No
Do you need any assistance? ☐ Yes ☐ No *Comments:*	*Comments:*
Do you feel you are a safe smoker (vapor)? ☐ Yes ☐ No *Comments:*	If necessary, can adaptations, training or other interventions be implemented to enable the Resident to complete the tasks safety? ☐ Yes (*Specify)* ☐ No
Have you ever had any unsafe incidents? ☐ Yes ☐ No *Comments:*	Based on observations, is additional testing indicated? ☐ Yes (*Specify)* ☐ No

ASK THE RESIDENT THE FOLLOWING:

Tell me where you are permitted to smoke(vape).
Response appropriate? ☐ Yes ☐ No

Why can you only smoke (vape) in the smoking area?
Response appropriate? ☐ Yes ☐ No

What would happen if you smoked near an oxygen source?
Response appropriate? ☐ Yes ☐ No

What would you do if there was an emergency in the smoking area?
Response appropriate? ☐ Yes ☐ No

RECOMMENDATIONS:

☐ Resident is able to smoke (vape) independently outside in the smoking area, following Pinecrest policy. Lighter & cigarettes to be returned to Reg Staff after smoking time. Cannabis products safety stored in locked box in resident's room)

☐ Resident requires **Smoking Apron**

☐ Resident is not safe to smoke independently. Discussion to take place with resident/family regarding smoking restrictions, supervision & options.

_____ _____
Date Registered Nurse

RISK FACTORS:

- Is the Resident known to engage in the following unsafe smoking practices? *(note: not required for residents that are new admissions.)*

- Smoke outside designated smoking area? ☐ Yes ☐ No
- Dispose of ashes/cigarette butts in an unsafe manner? ☐ Yes ☐ No
- Smoke near an oxygen source? ☐ Yes ☐ No
- Give cigarettes to other residents? ☐ Yes ☐ No

If yes, discuss safety concerns with resident.
  - What does Resident suggest be done to ensure the safety & well-being of him/herself, other Residents & staff?
  - What is the Resident's perspective on his/her specific unsafe smoking practice?
  - Is he/she willing to follow smoking policy rules?

Have there been any documented incidents related to smoking since last assessment, *or if new admission*, does the Resident have a history of inappropriate smoking. (i.e. burn marks on body, burn holes on clothes or w/c, reports of unsafe smoking)?
Comments: ☐ Yes ☐ No

Is the Resident known to attempt to set fires or use ignition materials unsafely? ☐ Yes ☐ No
Comments:

Does the Resident use oxygen? ☐ Yes ☐ No
Comments:

Does the Resident consume excessive amounts of alcohol?
Comments: ☐ Yes ☐ No

Does the Resident have a history of falling asleep while seated?
Comments: ☐ Yes ☐ No

Does the Resident take any medication that could impact on his/her ability to smoke safely (i.e. cause drowsiness)?
If Yes, Please specify ☐ Yes ☐ No

Is the Resident safe to be outside unsupervised (ie. wanders?)
Comments: ☐ Yes ☐ No

Pinecrest Nursing Home

Monthly Flowswitch Alarm Tests Year: _____

Initial and date in the appropriate box when test completed

Month	Sprinkler Flowswitch Valve Alarm	Standpipe Flowswitch Valve Alarm
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Procedure for checking Sprinkler System alarm connection (Monthly)

- to be conducted at the same time a day shift fire drill is scheduled.

- the staff running the fire drill will contact Dyson Alarm requesting the system be taken off line for an hour in order to have a fire drill and test the Sprinkler and Standpipe flowswitch valves.

- At the conclusion of the fire drill, Maintenance will test the sprinkler and standpipe alarm systems. A staff member will monitor the control panel . Observe which signal light is illuminated. Reset the system.

- Maintenance will then test the second system. Staff will observe which signal light is illuminated. Reset the system.
  - Report to maintenance the order in which the lights were illuminated
  - Maintenance to document on check sheet in Laundry Room that drills conducted, date and initial

- When all completed, call Dyson Alarm to report test is over and to ensure that alert was received.

Procedure for Maintaining Kitchen Suppression System

1. Commercial cooking equipment exhaust and fire protection shall be installed and maintained in conformance with NFPA 96.
2. Weekly, maintenance will check hood, grease removal devices, fans, ducts, etc for operation and grease build-up. If noted surfaces are heavily contaminated with grease and/or oily sludge, maintenance will report to hood cleaning service provider or Administrator to have service arranged.
3. Dyson will inspect Fire Suppression system on a semi-annual basis, and provide a report.
4. Trained and qualified service provider will perform service and exhaust cleaning at least annually and more as determined by maintenance and Administrator.